



## Finance & Governance Committee

**To: Committee Members**

Cllrs Cooper-Marsh (Chairperson) Banks, Chapman, Collins, Goodman, Hitchin, Kumar, Maslen, and Pitt

**Copies:** County Councillors – S Ferguson, K Prentice, G Seeff & S Taylor

District Councillors – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor & S Taylor

Town Councillors (not a member of this committee)

Town Council website

**Agenda** for the meeting of the **Finance & Governance committee** to be held on **Tuesday 10<sup>th</sup> December 2024** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

### Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

**Members of the Finance & Governance committee are hereby summoned to attend this meeting to consider the following business.**

C Robson  
Town Clerk

**1. Apologies for Absence**

To receive Councillor's apologies for absence.

**2. Declarations of Interest**

There were none. To receive from Councillor's declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

**3. Minutes**

Members to approve the minutes of the Finance & Governance Committee held on 19<sup>th</sup> November 2024 as a true and accurate record.

Attachment 1

**4. Payments**

To receive and consider payments for October 2024.

Attachment 2

**5. Bank Cash and Investment Reconciliations**

To receive and note bank cash and investment reconciliations as at 31st October 2024.

Attachment 3

**6. Budget Setting 2025-2026**

- i) To receive and consider a report from the Priory and Eatons General Manager on 2025-26 budgets for New Street.

Attachment 4



- ii) To receive and consider revised 2025/26 budget and recommend a proposed budget to the Full Council. Attachment 5

**7. Museum Internal Lighting**

To receive and consider a recommendation from the Operations and Amenities Committee to approve up to £3,000 in unbudgeted expenditure from the Community Buildings earmarked reserve for the replacement of lighting at the building leased to St Neots museum. Attachment 6

**8. Jubilee Garden**

To receive and consider a recommendation from the Operations and Amenities Committee to approve £9,571 in unbudgeted expenditure from the General Reserve for works to future protect the jubilee mosaic. Attachment 7

**9. Flood Leaflets**

To receive and consider a request from the Environmental Project Officer for the release of earmarked funding for further distribution of the Town Council's Flood Preparedness leaflet. Attachment 8

**10. Town Council Offices**

To receive and consider a request from the Deputy Town Clerk for unbudgeted expenditure for security at the Steve Van de Kerkhove Community Centre building temporarily housing the Town Council offices. Attachment 9

**11. Professional Fees Revenue Budget**

To receive and note a report from the Town Clerk on likely over expenditure in the current year's professional fees budget. Attachment 10

**12. Eaton Socon Children's Playing Field is due on 31 January 2025**

To receive and approve submission to the Charity Commission the 2023/24 annual return for the Eaton Socon Children's Play Field, for which the Town Council is trustee. Attachment 11

**13. Financial Regulations**

To receive and consider recommended amendments to section 9.3 of the Financial Regulations on the use of Council credit cards. Attachment 12

**14. Credit Card Policy**

To receive and consider a draft Credit Card policy guiding the use of Council credit cards by officers. Attachment 13

**15. Priory Centre Redevelopment**

i) To receive and consider a covering report from the Town Clerk outlining information provided by Huntingdonshire District Council and setting out the Council's current CIL reserve. Attachment 14

ii) To receive and consider information from Huntingdonshire District Council on the Priory Centre redevelopment and provisional value engineering proposed as part of meeting delivery within budgets available.



- iii) To consider and make recommendations to the Full Council on the provision of funds from the Council's Community Infrastructure Levy towards the scheme costs.

**16. Date of Next Meeting**

To note that the next scheduled meeting of the Finance and Governance Committee is the 21<sup>st</sup> January 2025 at 7:15pm.

**17. Committee In Private Session**

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

**18. Priory Centre Lease**

To receive and consider further information and amended proposed Heads of Terms from Huntingdonshire District Council on a new Priory Centre lease. Attachment 15

## Finance & Governance Committee

**Present:** Cllrs Chapman, Collins, Cooper-Marsh (Chair), Goodman, Hitchin, Pitt.

**Absent:** Cllr Banks, Kumar and Maslen

**In attendance:** Town Clerk, Responsible Finance Officer, Priory and Eatons Centre General Manager

**Minutes** of the meeting of the **Finance & Governance committee** held on **Tuesday 19<sup>th</sup> November** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

### Public Participation

There was one member of the public present.

### ACTIONS

**067 Apologies for Absence**

Apologies were received from Cllrs Banks, Kumar and Maslen.

Admin

**068 Declarations of Interest**

Cllr Pitt declared an interest in agenda item 6 as portfolio at District Council which also provides funding to the Citizens Advice Rural Cambridgeshire and would not take part in a vote on the matter.

Cllr Goodman declared an interest in agenda item 6 as a member of Huntingdonshire Volunteer Centre and would not take part in a vote on the matter.

**069 Minutes**

**RESOLVED** to approve the minutes of the 22<sup>nd</sup> October 2024 as a true and accurate record.

Chairman proposed and it was agreed to move agenda item up the agenda as a member of the public was present with an interest.

**070 Internal Audit**

Members received and noted the outcome report of an internal audit carried out in October 2024 by an external auditor.

RFO

**071 Payments**

Members received and noted payments for September 2024.

Admin

**072 Service Level Agreements**

Members received and considered additional information provided in response to queries the committee had raised when considering potential Service Level Agreements to recommend as part of the 2024-25 budget.

Members considered information from the following organisations which it was currently engaging with;

- i) Citizens Advice Rural Cambridgeshire

Members considered the responses to questions raised. A Member expressed concern over not having sight of SLA's with other funding bodies and a clear understanding of what those SLA's provide for. There is a risk of duplication of funding. A Member commented that there was an SLA between CARC and HDC which provided for increased face to face services and St Neots once one of the appropriate locations identified. HDC's funding provides one day a week's face to face CARC service.

**RESOLVED to RECOMMEND** that the Council budget £10,000 for a Service Level Agreement with Citizens Advice Rural Cambridgeshire, with funding subject to the agreement of a formal Service Level Agreement.

i) Money Advice St Neots

Members received and considered further information provided by the organisation, particular around the funding breakdown and the level of benefit the Council's funding would deliver based on average clients helped and debt dealt with.

**RESOLVED to RECOMMEND** that the Council budget £10,000 for a Service Level Agreement with Money Advice St Neots, with funding subject to the agreement of a formal Service Level Agreement.

ii) Huntingdonshire Volunteer Centre (HVC)

Members considered the additional information provided on the car share scheme. A Member commented that the annual accounts for the organisation were good and clearly identified income. Members noted that level of funding contributed by other Town and Parish Councils. Members noted the income and expenditure for the car scheme and that the organisation was clear that the income from a charity shop in Huntingdon does not contribute to the delivery of the St Neots car scheme.

Members discussed the lease with the (HVC) for premises at South Street and that the value of this should be represented as a grant and returning rent income. Members did not feel they have enough information on the value of the building to include this and asked the Clerk to do further research and report back.

**RESOLVED to RECOMMEND** that the Council budget £10,000 for a Service Level Agreement with Huntingdonshire Volunteer Forum, with funding subject to the agreement of a formal Service Level Agreement.

### 073 Reserves

Members received and noted Council Reserves and earmarked reserves as of 30<sup>th</sup> September 2024.

**074 Fees and Charges**

Members received and considered recommendations on fees and charges applied by the Council for the following services;

- i) **RESOLVED to RECOMMEND** that the Council increase cemetery fees by 5% for the 2025-26 financial year.
- ii) **RESOLVED to RECOMMEND** that the Council do not increase allotment rents for the 2025-26 financial year following the large percentage increase in the current financial year.
- iii) **RESOLVED to RECOMMEND** that the Council do not increase farm and craft market pitch fees for the 2025-26 financial year.
- iv) **RESOLVED to RECOMMEND** that the Council do not increase hall hire charges Eatons Community Centre for the 2025-26 financial year.
- v) Members considered event fees and charges and commented that it was appropriate to delegate the pitch fees for events to officers as it varied from event to event. It was suggested that a bar pitch could be based on an income percentage split basis.

**RESOLVED to RECOMMEND** event fees and charges as proposed and to delegate that officers use their discretion for pitch fees at Council events. This was to reflect the many and varied events that the council puts on.

**075 Youth Work Budget 2025-2026**

- i) Members received and noted a report from the Town Clerk on including budgets for the delivery of Youth Work in the 2024-25 budget.
- ii) Members received and noted current and anticipated year-end youth budget expenditure for 2024-25. Members commented that the work undertaken was positive and it is a good investment in our town.
- iii) Members received and considered a proposal and budget request from the Engagement and Participation Youth Work on youth projects to be delivered in 2025-2026 and budgeted for as part of the 2025-2026 budget.

The Town Clerk explained that the costs of delivering youth work had not been included in the draft budget yet as the Council funded sessions and projects through the General Reserve for the 2024-25 financial year.

Members discussed the value of youth work and raised questions about participation numbers and locations young people were coming from across the town to participate. Cllr Mascarenhas was invited to address the committee and outlined the numbers of young people participating in youth cafes and other projects run. It was highlighted that there needed to be further focus engaging with young people in the Eatons.



A Member commented that the Council needs to frame what it wants from youth delivery. A key ambition was the creation of more open access activities. This has happened with youth cafes, multisport and detached youth work. However, some of the work undertaken and future work proposed is through targeted smaller groups. The Council needs to consider if it wants to achieve some of the new projects which are more specialised.

Members felt the budgets proposed looked reasonable and understand that refreshments are a way of getting young people engaged and participating.

Members debated how to set out a budget and whether there should be a budget allocation for projects which allows for flexible use or whether more detailed budget allocation for projects is needed. A Member commented that the council needed to know if projects were to change so the budget could be reallocated within the agreed budget level. It was agreed regular discussion and reporting would help address this.

**RESOLVED to RECOMMEND** the Council include a budget of £25,000 for youth project work in the 2025-26 budget.

#### 076 Budget Setting 2024-2025

Members received and considered the draft 2025-26 budget and recommendations from committees which formed part of that draft budget.

The RFO explained that salary figures are draft and include a percentage increase based on the current budgets which were on target following the 2024-25. The salary budget will be presented to the Personnel committee may change, but not anticipating any material changes. Members expressed some concern over the potential increase that could come from National Insurance contributions.

Members considered Community Centre cost centres. (501, 504, 520, 525, 350, 360) as the General Manager for the Priory and Eatons Centre (GM) was present. The RFO explained that cost centre 501 included a 3% increase as salaries were within the cost centre.

Members noted that the majority of costs in cost centre 504 had been reduced to zero as the Priory Centre would not be operating. However, there were still some utility, business rates and insurance costs the Council may need to cover for budget had been allowed.

Members reviewed Cost Centre 520, which covered New Street income and expenditure. The GM explained the income per head had increased from an average of £2.60 to £6.50 since opening the temporary mini-Priory Centre and reminded Members of the reasons for the New Street Offering, which included support community groups who used the Priory Centre, offering available hireable community space and putting in place customer and systems ahead of returning to the redeveloped Priory Centre.



Members discussed cost associated with operating the building and the need to break even, including reviewing staffing costs, catering costs, cost of sales and income generated. A Member commented they would like to see more ambitious income targets.

Members deferred making recommendation on the Priory Centre and New Street cost centres and asked officers to review and look at ways of reducing costs or generating income.

Town  
Clerk/RFO/  
GM

Members reviewed the remainder of the draft budget and highlighted the following areas for further review and reporting by officers on whether reductions could be made;

- VE Day 80 – Is the Council planning to undertake a memorial/celebration event each year on significant dates? Can the budget be reduced in line with D Day 80 costs.
- Staff Training budget – This was fully spent in the last financial year but underspent in the current. Is further training planned.
- Street furniture – Duplicate budgets in different cost centres with low spend. Is further spend anticipated in the current financial year?
- Highway Improvements – There is a high reserve, can the revenue budget be reduced. The Clerk commented that the Council had a number of successful bids which would use a significant amount of the reserves, but that he would investigate and report back to the committee.

Town Clerk /  
RFO

The following budget recommendations were resolved;

**RESOLVED to RECOMMEND** that the Market Square Launch Event revenue budget for 2025-26 is reduced to £6,000 and an allocation of £9,000 from earmarked reserves 'Vibrant Community' funding is used to support the cost of the event.

**RESOLVED to RECOMMEND** that the Grant Aid Budget is reduced by £20,000 for the 2025-26 financial year in recognition of the inclusion of budgets for specific Service Level Agreements.

#### 077 Flower Overspend

Members received a report from the Town Clerk on overspend in the planting budget which arose following the need to move from growing plants internally to sourcing them from an external provider. The Council did not budget for this provision as it was not aware of the change in situation at the time it set its 2024-25 budget.

**RESOLVED to RECOMMEND** that the Council approve an overspend in the planting budget of £6,076 resulting from the change to sourcing plants externally.

#### 078 Cemetery Regulations

Members received and considered a recommendation from the Operations and Amenities Committee that the Council adopt revised Burial Regulations for St Neots Town Council's cemeteries.



A Member proposed that the Committee recommend the Burial Regulations for adoption subject to amending that the period a former resident.

**RESOLVED to RECOMMEND** the Council adopt the St Neots Lawn Cemetery Regulations subject to amending that the former resident fee level will be applied if the deceased lived within St Neots within the previous 5 years, rather than 3 years as current stated.

**RESOLVED to RECOMMEND** the Council adopt the St Neots Old & New, Eynesbury, and Eaton Socon Cemetery Regulations subject to amending that the former resident fee level will be applied if the deceased lived within St Neots within the previous 5 years, rather than 3 years as current stated.

**079 Date of Next Meeting**

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 10<sup>th</sup> December 2024 at 7:15pm.

COMMITTEE CHAIRPERSON

DRAFT

Date: 03/12/2024

## St Neots Town Council 2024/2025

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Time: 12:04

## Town Council Current Account

## List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	Jola Cloud Solutions	011024	516.50		17532 Telephony Aug TC
01/10/2024	SSE Street lights unmetered	DD-3352	39.23		17644 Electricity STREET LIGHT
01/10/2024	Scottish & Southern Energy - R	DD-4954	798.59		17692-Riverside -Nov23-Apr24
01/10/2024	Priory Centre Cafe Petty Cash	101374	300.00		NS pc top up
01/10/2024	TV LIC	DD	169.50		LIC pc refund requested
02/10/2024	BACS P/L Pymnt Page 5714	BACS Pymnt	966.30		BACS P/L Pymnt Page 5714
03/10/2024	PAYROLL	BACS	2,534.80		WEEK 26
07/10/2024	Fuel Card Services Ltd	071024	172.73		Purchase Ledger DDR Payment
07/10/2024	Fuel Card Services	071024b	240.85		17472 Fuel bill SEP
07/10/2024	Fuel Card Services	071024	240.85		Purchase Ledger DDR Payment
07/10/2024	BARCLAYS	DD	31.41		MONTHHLY CHARGES AND COMM
07/10/2024	Fuel Card Services	adj	-240.85		Purchase Ledger DDR Payment
08/10/2024	BACS P/L Pymnt Page 5715	BACS Pymnt	1,100.00		BACS P/L Pymnt Page 5715
08/10/2024	AMAZON	BARCLAYCAR	8.99		SUBS
08/10/2024	GIFF GAFF	BARCLAYCAR	6.00		TELECOMMUNICATION
08/10/2024	GIFF GAFF	BARCLAYCAR	6.00		TELECOMMUNICATIONS
08/10/2024	B & Q	BARCLAYCAR	56.60		EQUIPMENT PURCHASES
08/10/2024	CLOVER	BARCLAYCAR	88.00		STATIONERY
08/10/2024	ONE STOP	BARCLAYCAR	5.15		ANTIBACTERIAL WIPES
08/10/2024	ST NEOTS TOWN COUNCIL	BARCLAYCAR	0.01		TEST
08/10/2024	ADOBE	BARCLAYCAR	16.64		SUBS
08/10/2024	ADOBE	ADJ	-16.64		REVERSE DUPL
08/10/2024	Priory Centre Cafe Petty Cash	101375	300.00		NS Cafe PC top up
09/10/2024	STAFF	BACS	73.53		EXPENSES
10/10/2024	BRITISH TELECOM	101024	50.22		Purchase Ledger DDR Payment
10/10/2024	PAYROLL	BACS	2,965.04		WEEK 27
11/10/2024	BACS P/L Pymnt Page 5716	BACS Pymnt	1,545.00		BACS P/L Pymnt Page 5716
14/10/2024	Fuel Card Services Ltd	141024	97.62		Purchase Ledger DDR Payment
14/10/2024	Fuel Card Services	141024	158.41		Purchase Ledger DDR Payment
14/10/2024	Fuel Card Services	141024	158.41		17652 Fuel bill OCT OPS
14/10/2024	Fuel Card Services	adj	-158.41		Purchase Ledger DDR Payment
15/10/2024	BACS P/L Pymnt Page 5718	BACS Pymnt	27,691.46		BACS P/L Pymnt Page 5718
15/10/2024	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/10/2024	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/10/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/10/2024	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVEINCE
15/10/2024	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/10/2024	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/10/2024	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/10/2024	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
15/10/2024	HDC	Std Ord	170.00		RATES-ST JOHN BUILDING
15/10/2024	HDC	Std Ord	1,123.00		Rates-New Street
15/10/2024	Barclaycard	BARCLAYCAR	3,635.84		MONTHLY CC REPAYMENT
15/10/2024	Priory Centre Cafe Petty Cash	101376	300.00		NS PC top up
15/10/2024	STAFF	BACS	54.25		EXPENSES
16/10/2024	BACS P/L Pymnt Page 5717	BACS Pymnt	300.00		BACS P/L Pymnt Page 5717
16/10/2024	O2	295/001	323.00		17530 Mobile phones SEP TC

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## Town Council Current Account

## List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/10/2024	BACS P/L Pymnt Page 5725	BACS Pymnt	2,282.00		BACS P/L Pymnt Page 5725
17/10/2024	BACS P/L Pymnt Page 5727	BACS Pymnt	4,000.00		BACS P/L Pymnt Page 5727
17/10/2024	Public Sector Deposit Fund	CCLA TRF	1,000,000.00		CCLA TRF
17/10/2024	PAYROLL	BACS	78,505.65		MONTH 7
17/10/2024	PAYROLL	BACS	2,558.54		WEEK 28
18/10/2024	BACS P/L Pymnt Page 5726	BACS Pymnt	15,000.00		BACS P/L Pymnt Page 5726
18/10/2024	O2	181024	18.68		17509 Mobile phones Sept TC
18/10/2024	payroll	BACS	219.86		MONTH 7
18/10/2024	ST NEITS MUSEUM	BACS	15,960.00		GRANT Q3
18/10/2024	CAMS COMMUNITY FOUNDATION	BACS	7,500.00		CAMS COMMUNITY FOUNDATION
21/10/2024	ANGLIAN WATER SERVICES LTD 211024		112.69		Purchase Ledger DDR Payment
21/10/2024	BARCLAYS	BACS	25.00		SAME DAY PAYMENT FEE
22/10/2024	BACS P/L Pymnt Page 5728	BACS Pymnt	475.00		BACS P/L Pymnt Page 5728
22/10/2024	HMRC	BACS	19,954.17		PAYE AND NIC M6
23/10/2024	ANGLIAN WATER SERVICES LTD 231024		27.23		Purchase Ledger DDR Payment
23/10/2024	Restore Datashred	231024B	75.29		Purchase Ledger DDR Payment
23/10/2024	ANGLIAN WATER SERVICES LTD 231024C		179.96		Purchase Ledger DDR Payment
23/10/2024	SSE Andrew House Cem Rd	0379	62.40		17640 Electricity Sep SVDKV
24/10/2024	BACS P/L Pymnt Page 5729	BACS Pymnt	7,883.17		BACS P/L Pymnt Page 5729
24/10/2024	BACS P/L Pymnt Page 5732	BACS Pymnt	4,176.00		BACS P/L Pymnt Page 5732
24/10/2024	Priory Centre Cafe Petty Cash	101377	300.00		NS PC top up
24/10/2024	PAYROLL	BACS	3,172.77		WEEK 29
25/10/2024	BACS P/L Pymnt Page 5731	BACS Pymnt	2,701.18		BACS P/L Pymnt Page 5731
25/10/2024	ANGLIAN WATER SERVICES LTD 251024		267.69		17634 Water 7-9/24 PC
25/10/2024	Marston's PLC	251024C	738.92		Purchase Ledger DDR Payment
28/10/2024	Quadient UK Limited	281024	6.71		17512 Postage Sept TC
28/10/2024	Virgin Media Services	281024C	42.92		Purchase Ledger DDR Payment
28/10/2024	Fuel Card Services Ltd	281024B	67.62		17635 Fuel bill Oct OPS
28/10/2024	Virgin Media Services	281024D	83.75		Purchase Ledger DDR Payment
28/10/2024	BIFFA WASTE SERVICES	281024E	3,410.68		Purchase Ledger DDR Payment
28/10/2024	CITATION	BACS	628.20		MONTHLY HR SUBSC
29/10/2024	BACS P/L Pymnt Page 5733	BACS Pymnt	5,778.13		BACS P/L Pymnt Page 5733
30/10/2024	Jola Cloud Solutions	301024	515.71		Purchase Ledger DDR Payment
31/10/2024	SSE Street lights unmetered	dd-16174	37.98		17645 Electricity Sep ST LIGHT
31/10/2024	PAYROLL	BACS	2,646.37		WEEK 30
31/10/2024	VAMPS	BACS	6,388.37		CHITTY & SOUND OF MUSILESS COM

<b>Total Payments</b>	<u>1,234,110.67</u>
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## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 7  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
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**COM004 Complete Solutions Group Ltd**

17261 Copier paper TC	17/07/2024	SINV04061706	1	92.12	0.00	92.12	0.00
17262 Copier paper TC	06/08/2024	SINV04078631	1	78.44	0.00	78.44	0.00
17238 Copier paper TC	11/09/2024	SINV04103754	1	56.45	0.00	56.45	0.00

<b>0.00</b>	<b>227.01</b>
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Above paid on 03/10/2024 by Online Payment Ref COM004

**GIL001 Gilberts Butchers**

17288 Catering supplies PC	17/09/2024	170924	1	739.29	0.00	739.29	0.00
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<b>0.00</b>	<b>739.29</b>
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Above paid on 02/10/2024 by Online Payment Ref GIL001

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>966.30</b>
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## Linked to Cashbook 1

Entered Month 7  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THE001</b> <b>The Slackline School</b>							
17333 Entertainment DBF	22/07/2024	0156	1	1,100.00	0.00	1,100.00	0.00
					<b>0.00</b>	<b>1,100.00</b>	
				Above paid on 08/10/2024 by Online Payment Ref THE001			
				<b>Total Purchase Ledger Payments</b>		<b>0.00</b>	<b>1,100.00</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 7  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>JAM002</b> <b>James Power Brickwork</b>							
17359 Repairs to S St TOILETS	30/09/2024	00352	1	1,275.00	0.00	1,275.00	0.00
					<b>0.00</b>	<b>1,275.00</b>	
Above paid on 11/10/2024 by Online Payment Ref JAM002							
<b>SIG001</b> <b>Signtrade</b>							
17328 Sign update TC	10/12/2023	3686	1	135.00	0.00	135.00	0.00
17330 Update honours board TC	02/07/2024	3771	1	135.00	0.00	135.00	0.00
					<b>0.00</b>	<b>270.00</b>	
Above paid on 11/10/2024 by Online Payment Ref SIG001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,545.00</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 7  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SER002</b> <b>Serious About St Neots</b>							
17367 Compere DBF	12/09/2024	120924	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 16/10/2024 by Online Payment Ref SER002							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>300.00</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 7  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AIR001 Airway Air Conditioning Ltd</b>							
17344 Ann mtc 24/25 TC	01/09/2024	019173	1	474.00	0.00	474.00	0.00
					<b>0.00</b>	<b>474.00</b>	
Above paid on 15/10/2024 by Online Payment Ref AIR001							
<b>ART003 ARTHUR IBBETT LTD</b>							
17321 Oil & cans OPS	09/09/2024	181869	1	78.09	0.00	78.09	0.00
17301 Hitch pin belt OPS	25/09/2024	182154	1	128.04	0.00	128.04	0.00
17313 Mower parts OPS	16/09/2024	182139	1	74.88	0.00	74.88	0.00
					<b>0.00</b>	<b>281.01</b>	
Above paid on 15/10/2024 by Online Payment Ref ART003							
<b>BLA001 BLACK WOLF MAKETING LTD</b>							
17340 Lock case Toilets	10/09/2024	1110	1	96.60	0.00	96.60	0.00
17339 Set of keys TOILETS	17/09/2024	1128	1	295.50	0.00	295.50	0.00
					<b>0.00</b>	<b>392.10</b>	
Above paid on 15/10/2024 by Online Payment Ref BLA001							
<b>BPC001 BUSINESS PRINTING COMPANY</b>							
17264 Vinyl lettering TC	07/08/2024	54993	1	220.80	0.00	220.80	0.00
					<b>0.00</b>	<b>220.80</b>	
Above paid on 15/10/2024 by Online Payment Ref BPC001							
<b>BQ2404 Trade UK</b>							
17221 Paint TC	03/09/2024	1534006842	1	129.20	0.00	129.20	0.00
17372 Flush pipe connector OPS	03/09/2024	1533864705	1	6.79	0.00	6.79	0.00
17374 Equipmetn purchases OPS	03/09/2024	1533864691	1	115.67	0.00	115.67	0.00
17375 Drawers OPS	05/09/2024	1534799672	1	34.99	0.00	34.99	0.00
					<b>0.00</b>	<b>286.65</b>	
Above paid on 15/10/2024 by Online Payment Ref 51							
<b>CALC05 CAMB&amp;PBORO ASSOCIATION OF LOCAL COUNCILS</b>							
17346 Conference fees TC	11/09/2024	5035	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 15/10/2024 by Online Payment Ref CALC05							



## List of Purchase Ledger Payments

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CLO004</b> <b>Cloudy IT group</b>							
17338 Professional svcs TC	02/09/2024	INV-6863	1	190.80	0.00	190.80	0.00
17342 Professional svcs TC	02/09/2024	INV-6862	1	146.40	0.00	146.40	0.00
17341 Professional svcs TC	25/09/2024	INV-D-04938	1	588.87	0.00	588.87	0.00
					<b>0.00</b>	<b>926.07</b>	
Above paid on 15/10/2024 by Online Payment Ref CLO004							
<b>CON005</b> <b>Concept Activation</b>							
17246 Sound system install Mov	03/09/2024	CA-5403-1	1	2,346.52	0.00	2,346.52	0.00
					<b>0.00</b>	<b>2,346.52</b>	
Above paid on 15/10/2024 by Online Payment Ref CON005							
<b>COO001</b> <b>COOLERAID LTD</b>							
17251 3 X 19 ltr water PC	31/08/2024	1728973	1	49.12	0.00	49.12	0.00
					<b>0.00</b>	<b>49.12</b>	
Above paid on 15/10/2024 by Online Payment Ref 10							
<b>COP001</b> <b>Copy IT Digital Solutions Ltd</b>							
17343 Photocopies TC	05/09/2024	8072893109	1	85.81	0.00	85.81	0.00
					<b>0.00</b>	<b>85.81</b>	
Above paid on 15/10/2024 by Online Payment Ref COP001							
<b>CSB001</b> <b>S Biomass Services Ltd</b>							
17315 Froling boiler EC	25/09/2024	INV-0107	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 15/10/2024 by Online Payment Ref CSB001							
<b>DHS001</b> <b>DOVE'S HYGIENE SERVICES</b>							
17244 Hygiene svc EC	31/08/2024	44791	1	30.07	0.00	30.07	0.00
					<b>0.00</b>	<b>30.07</b>	
Above paid on 15/10/2024 by Online Payment Ref DHS001							

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Entered Month 7  
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DRE001</b>	<b>Dream Clean Services Ltd</b>						
17347 Deep clean Toilets	10/09/2024	INV-3229	1	1,604.40	0.00	1,604.40	0.00
17348 Cleaning charge Depot	10/09/2024	INV-3247	1	231.60	0.00	231.60	0.00
					<b>0.00</b>	<b>1,836.00</b>	
Above paid on 15/10/2024 by Online Payment Ref DRE001							
<b>EDD001</b>	<b>Eddisons Commercial Ltd</b>						
17332 Professional services TC	06/09/2024	602090277	1	1,740.00	0.00	1,740.00	0.00
					<b>0.00</b>	<b>1,740.00</b>	
Above paid on 15/10/2024 by Online Payment Ref EDD001							
<b>ELI001</b>	<b>Elis UK Ltd</b>						
17266 Hand dryer svc EC	31/08/2024	IN297471	1	305.98	0.00	305.98	0.00
					<b>0.00</b>	<b>305.98</b>	
Above paid on 15/10/2024 by Online Payment Ref ELI001							
<b>EMP001</b>	<b>Empire Drinks &amp; Refrigeration LTD</b>						
17523 Refrigeration svc PC	09/08/2024	196685	1	216.00	0.00	216.00	0.00
					<b>0.00</b>	<b>216.00</b>	
Above paid on 15/10/2024 by Online Payment Ref EMP001							
<b>END001</b>	<b>Endersby Awards</b>						
17345 Memorial plaque TC	25/09/2024	05789	1	35.00	0.00	35.00	0.00
					<b>0.00</b>	<b>35.00</b>	
Above paid on 15/10/2024 by Online Payment Ref END001							
<b>FIR003</b>	<b>Firesmiths Detect &amp; Protect</b>						
17350 Emergency lights EC	18/09/2024	1371	1	926.40	0.00	926.40	0.00
					<b>0.00</b>	<b>926.40</b>	
Above paid on 15/10/2024 by Online Payment Ref FIR003							
<b>GED001</b>	<b>Gedney Bulb Company</b>						
17351 Bedding bulbs OPS	03/09/2024	156249	1	482.40	0.00	482.40	0.00
					<b>0.00</b>	<b>482.40</b>	
Above paid on 15/10/2024 by Online Payment Ref GED001							

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## List of Purchase Ledger Payments

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HDC001</b>	<b>Huntingdonshire District Council</b>						
17303 LICENCE FEES 24/25 EC	19/09/2024	70083797	1	180.00	0.00	180.00	0.00
17300 Alarm monitoring TOILETS	25/09/2024	70083920	1	3,120.00	0.00	3,120.00	0.00
					<b>0.00</b>	<b>3,300.00</b>	

Above paid on 15/10/2024 by Online Payment Ref HDC001

<b>HOP001</b>	<b>Hopwells</b>						
17247 Cafe supplies PC	22/08/2024	IK3087189	1	230.20	0.00	230.20	0.00
17356 Cafe stock PC	03/09/2024	IK3091960	1	132.89	0.00	132.89	0.00
17353 Cafe stock PC	06/09/2024	IK3095591	1	126.77	0.00	126.77	0.00
17307 Milk PC	09/09/2024	IK3096470	1	7.95	0.00	7.95	0.00
17310 CN Damaged stock PC	11/09/2024	CK9537060	1	-1.35	0.00	-1.35	0.00
17349 Cafe stock PC	11/09/2024	IK3099110	1	261.71	0.00	261.71	0.00
17537 Cafe Stock PC	11/09/2024	IK3099106	1	17.12	0.00	17.12	0.00
17355 Cafe stock PC	11/09/2024	IK3099108	1	71.97	0.00	71.97	0.00
17309 CN Water PC	12/09/2024	CK9537221	1	-18.90	0.00	-18.90	0.00
17352 Cafe stock PC	12/09/2024	IK3100463	1	77.92	0.00	77.92	0.00
17354 Cafe stock PC	12/09/2024	IK3100464	1	22.84	0.00	22.84	0.00
17304 Cafe supplies PC	17/09/2024	IK3103939	1	217.23	0.00	217.23	0.00
17305 Cafe supplies PC	19/09/2024	IK3106381	1	77.90	0.00	77.90	0.00
17306 Cafe supplies PC	24/09/2024	IK3109673	1	146.70	0.00	146.70	0.00
					<b>0.00</b>	<b>1,370.95</b>	

Above paid on 15/10/2024 by Online Payment Ref HOP001

<b>JEW001</b>	<b>Jewson Ltd</b>						
17327 Glue nail pencils OPS	30/07/2024	3403/01205819	1	110.11	0.00	110.11	0.00
					<b>0.00</b>	<b>110.11</b>	

Above paid on 15/10/2024 by Online Payment Ref JEW001

<b>LOV002</b>	<b>Love's Farm Community Centre</b>						
17360 Hall hire OCT TC	01/09/2024	INV-2111	1	153.75	0.00	153.75	0.00
					<b>0.00</b>	<b>153.75</b>	

Above paid on 15/10/2024 by Online Payment Ref LOV002

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Entered Month 7  
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MAL001</b> <b>Malco Services Ltd</b>							
17379 Kitchen deep clean PC	07/08/2024	103818	1	1,592.40	0.00	1,592.40	0.00
					<b>0.00</b>	<b>1,592.40</b>	
Above paid on 15/10/2024 by Online Payment Ref MAL001							
<b>MAS002</b> <b>MASKEARAID INDUSTRIAL SUPPLIES</b>							
17257 Uniform OPS	04/04/2024	82905	1	36.14	0.00	36.14	0.00
					<b>0.00</b>	<b>36.14</b>	
Above paid on 15/10/2024 by Online Payment Ref MAS002							
<b>PKF001</b> <b>PKF Little John</b>							
17362 Professional fees TC	30/09/2024	SB20243192	1	3,528.00	0.00	3,528.00	0.00
					<b>0.00</b>	<b>3,528.00</b>	
Above paid on 15/10/2024 by Online Payment Ref PKF001							
<b>SEG001</b> <b>Segg-A-Mix Discos</b>							
17314 Wedding entertainment EC	14/09/2024	140924	1	595.00	0.00	595.00	0.00
					<b>0.00</b>	<b>595.00</b>	
Above paid on 15/10/2024 by Online Payment Ref SEG001							
<b>SJO001</b> <b>S JOnes Containers Ltd</b>							
17368 Container rental OCT PC	30/09/2024	I01-2409-15018	1	93.00	0.00	93.00	0.00
					<b>0.00</b>	<b>93.00</b>	
Above paid on 15/10/2024 by Online Payment Ref SJO001							
<b>STA002</b> <b>STANNAH LIFT SERVICES LTD</b>							
17335 Lift svc 9-11/24 EC	03/06/2024	1085706002	1	209.53	0.00	209.53	0.00
					<b>0.00</b>	<b>209.53</b>	
Above paid on 15/10/2024 by Online Payment Ref STA002							
<b>SUN003</b> <b>sundown screens</b>							
1128 Keys cut TOILETS	27/08/2024	SUNINV20517	1	1,552.50	0.00	1,552.50	0.00
					<b>0.00</b>	<b>1,552.50</b>	
Above paid on 15/10/2024 by Online Payment Ref SUN003							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SWI001</b> <b>Swift Stitch</b>							
17245 Uniform PC	19/08/2024	8491	1	333.00	0.00	333.00	0.00
17308 Uniform PC	13/09/2024	8568	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>423.00</b>	
Above paid on 15/10/2024 by Online Payment Ref SWI001							
<b>TCH001</b> <b>Matthew Algie</b>							
17369 Coffee shop supplies PC	03/09/2024	49060000284177	1	192.18	0.00	192.18	0.00
					<b>0.00</b>	<b>192.18</b>	
Above paid on 15/10/2024 by Online Payment Ref TCH001							
<b>THE002</b> <b>The Recruitment Agency</b>							
17215 CN against 12802 TC	28/08/2024	1002264	1	-63.65	0.00	-63.65	0.00
17363 Temp staff OPS	11/09/2024	12939	1	636.48	0.00	636.48	0.00
17366 Temp staff SEP OPS	18/09/2024	12950	1	371.28	0.00	371.28	0.00
17324 Temp staff PC TC	25/09/2024	12964	1	529.08	0.00	529.08	0.00
					<b>0.00</b>	<b>1,473.19</b>	
Above paid on 15/10/2024 by Online Payment Ref THE002							
<b>THI001</b> <b>Think Local</b>							
17370 Advertising OCT TC	12/09/2024	SI-4566	1	585.00	0.00	585.00	0.00
					<b>0.00</b>	<b>585.00</b>	
Above paid on 15/10/2024 by Online Payment Ref THI001							
<b>TRO001</b> <b>Trophies 2 U</b>							
17376 Medals DBF	05/07/2024	5775	1	185.70	0.00	185.70	0.00
					<b>0.00</b>	<b>185.70</b>	
Above paid on 15/10/2024 by Online Payment Ref TRO001							
<b>VER001</b> <b>Vergo Pest Management Ltd</b>							
17249 Pest control EC	24/08/2024	347679	1	148.84	0.00	148.84	0.00
					<b>0.00</b>	<b>148.84</b>	
Above paid on 15/10/2024 by Online Payment Ref VER001							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WHE001</b> <b>Wheels in Motion</b>							
17377 Repairs EY21 SKE OPS	19/09/2024	6764	1	528.24	0.00	528.24	0.00
					<b>0.00</b>	<b>528.24</b>	
Above paid on 15/10/2024 by Online Payment Ref WHE001							
<b>WHI002</b> <b>Whitehall Creative</b>							
17380 Laundry services PC	06/09/2024	060924B	1	350.00	0.00	350.00	0.00
17311 Professional svcs EC	16/09/2024	160924	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>650.00</b>	
Above paid on 15/10/2024 by Online Payment Ref WHI002							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>27,691.46</b>

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TFH001</b> <b>TFH Gazebos</b>							
17406 Gazebo Grotto Xmas	15/10/2024	25673	1	2,282.00	0.00	2,282.00	0.00
					<b>0.00</b>	<b>2,282.00</b>	
				Above paid on 17/10/2024 by Online Payment Ref TFH001			
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>2,282.00</b>	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NEO001</b> <b>Neotists CIC</b>							
17419-Art project	23/05/2024	INV-00096	1	60,000.00	0.00	15,000.00	45,000.00
					<b>0.00</b>	<b>15,000.00</b>	
Above paid on 18/10/2024 by Online Payment Ref NEO001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>15,000.00</b>



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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>SGB001</b>								
<b>S.G Brickwork &amp; Roofing</b>								
17399 Roof repairs Museum	16/10/2024	STNM13	1	4,000.00	0.00	4,000.00	0.00	
					<b>0.00</b>	<b>4,000.00</b>		
Above paid on 17/10/2024 by Online Payment Ref SGB001								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>4,000.00</b>	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MEL001</b>	<b>Melanie Goldsmith Special Projects</b>						
17397 Mosaic repairs TC	04/09/2024	0028	1	475.00	0.00	475.00	0.00
					<b>0.00</b>	<b>475.00</b>	
Above paid on 22/10/2024 by Online Payment Ref MEL001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>475.00</b>

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ART003      ARTHUR IBBETT LTD</b>							
17431 Cleaning products OPS	20/09/2024	182436	1	43.87	0.00	43.87	0.00
17426 Gasket cable tie OPS	21/06/2024	17823	1	10.75	0.00	10.75	0.00
17424 Nuts & bolts OPS	14/06/2024	176357	1	183.91	0.00	183.91	0.00
17430 Equipment purchases OPS	27/09/2024	182852	1	123.05	0.00	123.05	0.00
17429 PPE & tube OPS	23/08/2024	180933	1	214.07	0.00	214.07	0.00
17428 Equipment purchases OPS	27/09/2024	182800	1	1,695.71	0.00	1,695.71	0.00
17427 Equipment purchases OPS	26/07/2024	179193	1	584.63	0.00	584.63	0.00
					<b>0.00</b>	<b>2,855.99</b>	
Above paid on 24/10/2024 by Online Payment Ref ART003							
<b>BAR001      Barretts of St Neots</b>							
17433 Elec recharge New ST	09/10/2024	TC-ELEC-2024-09	1	1,270.41	0.00	1,270.41	0.00
					<b>0.00</b>	<b>1,270.41</b>	
Above paid on 24/10/2024 by Online Payment Ref BAR001							
<b>BED2205      BEDFORD TIMBER LTD</b>							
17420 Wood screws OPS	01/07/2024	117226	1	20.34	0.00	20.34	0.00
					<b>0.00</b>	<b>20.34</b>	
Above paid on 24/10/2024 by Online Payment Ref BED2205							
<b>BLA001      BLACK WOLF MAKETING LTD</b>							
17421 Keys & Lock TC	17/09/2024	1127	1	124.00	0.00	124.00	0.00
					<b>0.00</b>	<b>124.00</b>	
Above paid on 24/10/2024 by Online Payment Ref BLA001							
<b>FIR003      Firesmiths Detect &amp; Protect</b>							
17423 Emergency light 25/25 OP	16/09/2024	1349	1	108.00	0.00	108.00	0.00
					<b>0.00</b>	<b>108.00</b>	
Above paid on 24/10/2024 by Online Payment Ref FIR003							
<b>HIR001      HIRE OR BUY GROUP LTD</b>							
17432 MOT & Tarmac OPS	17/08/2024	1139304	1	504.43	0.00	504.43	0.00
					<b>0.00</b>	<b>504.43</b>	
Above paid on 24/10/2024 by Online Payment Ref HIR001							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NEO001</b>		<b>Neotists CIC</b>					
17439 Mkt performance JUN TC	01/07/2024	INV-00137	1	1,000.00	0.00	1,000.00	0.00
17440 Mkt performance July TC	01/08/2024	INV-00127	1	1,000.00	0.00	1,000.00	0.00
17405 Market performance FARM	01/09/2024	INV-00128	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>3,000.00</b>	

Above paid on 24/10/2024 by Online Payment Ref NEO001

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>7,883.17</b>
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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>CLO004</b> <b>Cloudy IT group</b>								
17451 Lap top TC	22/05/2024	INV-D-03712	1	1,017.00	0.00	1,017.00	0.00	
17452 MS account TC	28/05/2024	INV-6682	1	29.40	0.00	29.40	0.00	
17450 Lap top TC	07/08/2024	INV-D-04571	1	1,654.78	0.00	1,654.78	0.00	
					<b>0.00</b>	<b>2,701.18</b>		
Above paid on 25/10/2024 by Online Payment Ref CLO004								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,701.18</b>	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DRE001</b>	<b>Dream Clean Services Ltd</b>						
17404 Cleaning New Building	24/09/2024	INV-3480	1	504.00	0.00	504.00	0.00
17436 Deep Clean Jun Toilets	02/07/2024	INV-2469	1	1,604.40	0.00	1,604.40	0.00
17435 Cleaning 6/24 OPS	02/07/2024	INV-2480	1	231.60	0.00	231.60	0.00
17437 Cleaning 5/24 OPS	04/06/2024	INV-2104	1	231.60	0.00	231.60	0.00
17438 Deep clean May toilets	04/06/2024	INV-2094	1	1,604.40	0.00	1,604.40	0.00
					<b>0.00</b>	<b>4,176.00</b>	
Above paid on 24/10/2024 by Online Payment Ref DRE001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>4,176.00</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 7  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAR001</b> <b>Barretts of St Neots</b>							
17468 Rent Nov New ST TC	21/10/2024	TC-2024-11	1	2,083.33	0.00	2,083.33	0.00
					<b>0.00</b>	<b>2,083.33</b>	
Above paid on 29/10/2024 by Online Payment Ref BAR001							
<b>PAR002</b> <b>Parsons Consulting Engineers Ltd</b>							
17466 Site survey Church	28/10/2024	170001310	1	1,296.00	0.00	1,296.00	0.00
					<b>0.00</b>	<b>1,296.00</b>	
Above paid on 29/10/2024 by Online Payment Ref PAR002							
<b>REM001</b> <b>Remedy Sound Ltd</b>							
17467 Sound equipment AFD	01/07/2024	INV-2697	1	2,398.80	0.00	2,398.80	0.00
					<b>0.00</b>	<b>2,398.80</b>	
Above paid on 29/10/2024 by Online Payment Ref REM001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>5,778.13</b>

## Priory Centre Current Account

## List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2024	SSE business.co.uk	dd-5390	739.10		PC Gas - June-Aug 24
04/10/2024	Payment Sense Ltd	DD-8331	87.02		17732-Card term rental 219PC
04/10/2024	Payment Sense Ltd	DD-4665	87.02		17731-Card term rental TC
04/10/2024	Payment Sense Ltd	DD-0615	139.50		17730-Card term fees Aug PC579
04/10/2024	Payment Sense Ltd	DD-579	129.19		17733-Card fees PC
14/10/2024	AMEX	DD	0.47		BANK CHARGES
14/10/2024	Payment Sense Ltd	DD-201	30.00		Purchase Ledger DDR Payment
14/10/2024	Payment Sense Ltd	DD-219	37.08		Purchase Ledger DDR Payment
15/10/2024	HDC	Std Ord	1,948.94		RATES - PRIORY CENTRE
<b>Total Payments</b>			<u>3,198.32</u>		



Time: 12:07

## Barclaycard

## List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/10/2024	ICELAND	BARCLCARD	10.00		GOLF DAY
08/10/2024	PARTS TOWN UK	BARCLCARD	92.46		AIR CHAMBER
08/10/2024	ALLEN HOUNSLOW	BARCLCARD	-137.65		REFUND
08/10/2024	TESCO	BARCLCARD	-8.00		REFUND
08/10/2024	TESCO	BARCLCARD	39.00		NEW ST SUPPLIES
08/10/2024	CO OP	BARCLAYCAR	5.55		CATERING PURCHASES
08/10/2024	B & Q	BARCLAYCAR	29.25		EQUIPMENT PURCHASES
08/10/2024	B & Q	BARCLAYCAR	23.60		EQUIPMENT PURCHASES
08/10/2024	TESCO	BARCLAYCAR	19.90		CATERING PURCHASES
08/10/2024	ADOBE	BARCLAYCAR	19.97		ADOBE
08/10/2024	B & Q	BARCLAYCAR	92.21		EQUIPMENT PURCHASES
08/10/2024	B & Q	BARCLAYCAR	90.00		EQUIPMENT PURCHASES
08/10/2024	BUZZ CATERING	BARCLAYCAR	78.95		EQUIPMENT PURCHASES
08/10/2024	CANVA	BARCLAYCAR	99.99		SUBS
08/10/2024	AMAZON	BARCLAYCAR	17.84		DOOR BELL
08/10/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN
08/10/2024	AMAZON	BARCLAYCAR	159.90		STAND RISER
08/10/2024	AMAZON	BARCLAYCAR	32.99		KEY BOARD & MOUSE
08/10/2024	ADOBE	BARCLAYCAR	16.64		ACROBAT PRO
08/10/2024	ADOBE	BARCLAYCAR	25.32		PHOTOGRAPHY PLAN
08/10/2024	ADOBE	BARCLAYCAR	19.97		SUBS
08/10/2024	MAIL CHIMP	BARCLAYCAR	48.76		MARKETING
08/10/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY
08/10/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY
08/10/2024	APPLE	BARCLAYCAR	0.99		I CLOUD STORAGE
08/10/2024	AMAZON	BARCLAYCAR	23.99		UMBRELLA STAND
08/10/2024	AMAZON	BARCLAYCAR	159.97		POST BOX
08/10/2024	AMAZON	BARCLAYCAR	4.78		STICKERS
08/10/2024	AMAZON	BARCLAYCAR	45.99		AWNING
08/10/2024	AMAZON	BARCLAYCAR	27.49		UMBRELLAS
08/10/2024	AMAZON	BARCLAYCAR	8.99		SUBS
08/10/2024	GIFF GAFF	BARCLAYCAR	6.00		SUBS
08/10/2024	AMAZON	BARCLAYCAR	93.95		CABLES
08/10/2024	EAR PLUGS	BARCLAYCAR	29.95		EAR PLUGS
08/10/2024	AMAZON	BARCLAYCAR	72.70		KEY CABINET
08/10/2024	Town Council Current Account	ADJ	8.99		PRIME SUBS FROM BARCLAY CARD
08/10/2024	Town Council Current Account	ADJ	6.00		GIFF GAFF
08/10/2024	Town Council Current Account	ADJ	6.00		GIFF GAFF
08/10/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM PLAN
08/10/2024	Town Council Current Account	ADJ	56.60		B & Q
08/10/2024	AMAZON	BARCLAYCAR	19.98		CABLE STRAPS
08/10/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM PLAN
08/10/2024	CLOVER OFFICE SUPPLIES	BARCLAYCAR	5.30		STATIONERY
08/10/2024	BUTTON KNIT	BARCLAYCAR	15.75		ARTIST SUPPLIES
08/10/2024	BUTTON KNIT	BARCLAYCAR	3.40		ARTIST SUPPLIES
08/10/2024	ALDI	BARCLAYCAR	255.49		GOLF DAY SUPPLIES
08/10/2024	ST NEOTS GOLF CLUB	BARCLAYCAR	4.80		REFRESHMENTS

Time: 12:07

## Barclaycard

## List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/10/2024	LIDL	BARCLAYCAR	6.71		WATER & BIN LINERS
08/10/2024	AMAZON	BARCLAYCAR	64.99		WALL FILE HOLDER
08/10/2024	BAKER ROSS	BARCLAYCAR	41.45		FESTIVE DECORATIONS
08/10/2024	AMAZON	BARCLAYCAR	37.38		CANDLES & HOLDERS
08/10/2024	ADOBE	BARCLAYCAR	16.64		ACROBAT PRO
08/10/2024	CLOTHES TO ORDER	BARCLAYCAR	216.64		PPE
08/10/2024	TSSC	BARCLAYCAR	115.07		EQUIPMENT PURCHASES
08/10/2024	GOV.UK	BARCLAYCAR	3.00		TITLE PLAN
08/10/2024	Town Council Current Account	ADJ	88.00		CLOVER
08/10/2024	Town Council Current Account	ADJ	5.15		ONE STOP
08/10/2024	Town Council Current Account	ADJ	0.01		SNTC
08/10/2024	AMAZON	BARCLAYCAR	82.76		BEAN BAG COVERS
08/10/2024	ICELAND	BARCLAYCAR	6.40		REFRESHMENTS YLWH
08/10/2024	CHAI HUB	BARCLAYCAR	37.98		REFRESHMENTS YLWH
08/10/2024	POUNDSTRETCHER	BARCLAYCAR	12.00		YLWH EQUIPMENT
08/10/2024	LIDL	BARCLAYCAR	3.52		PM REFRESHMENTS
08/10/2024	EVENT BRITE	BARCLAYCAR	15.00		EB TRAINING
08/10/2024	TESCO	BARCLAYCAR	145.27		YC REFRESHMENTS
08/10/2024	HIGH SPEED TRAINING	BARCLAYCAR	48.00		TRAINING
08/10/2024	SHEIN	BARCLAYCAR	101.07		YC EQUIPMENT
08/10/2024	TESCO	BARCLAYCAR	57.61		YC REFRESHMENTS
08/10/2024	CHAI HUB	BARCLAYCAR	8.19		YLWH REFRESHMENTS
08/10/2024	LIDL	BARCLAYCAR	8.40		YLWH REFRESHMENTS
08/10/2024	TIK TOK	BARCLAYCAR	45.45		YC DISCO
08/10/2024	THE WORKS	BARCLAYCAR	6.00		YC
08/10/2024	POUND STRETCHER	BARCLAYCAR	69.91		YC DISCO
08/10/2024	ALDI	BARCLAYCAR	11.92		YC REFRESHMENTS
08/10/2024	B & M	BARCLAYCAR	140.10		YC DISCO
08/10/2024	DRINKING PLACES	BARCLAYCAR	14.00		YC REFRESHMENTS
08/10/2024	BAKER ROSS	BARCLAYCAR	85.65		YC EQUIPMENT
08/10/2024	TESCO	BARCLAYCAR	7.50		YC REFRESHMENTS
08/10/2024	TRAINLINE	BARCLAYCAR	43.79		TRANSPORT EVENT
08/10/2024	HOBBYCRAFT	BARCLAYCAR	10.00		YC DISCO
08/10/2024	TESCO	BARCLAYCAR	3.90		YC REFRESHMENTS
08/10/2024	AMAZON	BARCLAYCAR	76.90		YC EQUIPMENT
08/10/2024	B & M	BARCLAYCAR	29.52		YC DISCO
08/10/2024	POUNDSTRETCHER	BARCLAYCAR	11.95		YC DISCO
08/10/2024	SUPERDRUG	BARCLAYCAR	13.35		YC DISCO
08/10/2024	LIDL	BARCLAYCAR	7.91		PM REFRESHMENTS
08/10/2024	HIGH SPEED TRAINING	BARCLAYCAR	48.00		TRAINING
08/10/2024	TESCO	BARCLAYCAR	0.00		46.26
08/10/2024	TESCO	BARCLAYCAR	46.26		YC REFRESHMENTS
08/10/2024	AMAZON	BARCLAYCAR	58.87		EQUIPMENT
08/10/2024	TFL TRAVEL	BARCLAYCAR	5.60		TRAVEL
08/10/2024	TIK TOK	BARCLAYCAR	-45.45		REFUND YC DISCO
08/10/2024	YOUR PARKING SPACE	BARCLAYCAR	3.90		PARKING
08/10/2024	YOUR PARKING SPACES	BARCLAYCAR	7.50		PARKING

## Barclaycard

## List of Payments made between 01/10/2024 and 31/10/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/10/2024	LIDL	BARCLAYCAR	4.99		PM REFRESHMENTS
08/10/2024	TESCO	BARCLAYCAR	55.61		YC REFRESHMENTS
08/10/2024	CHAI HUB	BARCLAYCAR	12.91		YLWH REFRESHMENTS

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<b>Total Payments</b>			<u>3,561.04</u>		
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## St Neots Town Council 2024/2025

### Bank - Cash and Investment Reconciliation as at 30 September 2024

#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/09/2024	St Neots BPA	4,082,421.63	
30/09/2024	St Neots Current A/c	100,000.00	
30/09/2024	Priory Centre Current	619,972.66	
30/09/2024	Town Council Takings Tin	0.00	
30/09/2024	Public Sector Deposit Fund	2,000,000.00	
30/09/2024	Petty Cash Town Council	109.55	
30/09/2024	Priory Centre Takings	1,830.00	
30/09/2024	Priory Centre Cafe Petty Cash	38.50	
30/09/2024	SNTC Mayor's Charity Fund	2,333.52	
30/09/2024	Mayors BPA ACS	350.00	
30/09/2024	Barclaycard	0.00	
			<b>6,807,055.86</b>

##### Unpresented Payments

**1,000.00**

**6,806,055.86**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**6,806,055.86**

##### All Cash & Bank Accounts

1	Town Council Current Account	4,181,421.63	
3	Priory Centre Current Account	619,972.66	
4	Takings Cash Book	0.00	
5	Public Sector Deposit Fund	2,000,000.00	
7	Petty Cash Town Council	109.55	
8	Cash Floats Priory Centre	1,830.00	
10	Priory Centre Cafe Petty Cash	38.50	
11	Mayor's Charity Current	2,333.52	
12	Mayor's Charity Savings	350.00	
13	Barclaycard	0.00	
	Other Cash & Bank Balances	0.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>6,806,055.86</b>

05/12/2024

St Neots Town Council 2024/2025

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Town Council</u></b>										
<b>101</b>	<b><u>Corporate Management</u></b>									
4380	Audit Fees	5,200	5,440	5,200	0	0	0	5,500	0	0
	<b>Overhead Expenditure</b>	5,200	5,440	5,200	0	0	0	5,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	(5,200)	(5,440)	(5,200)	0	0		(5,500)		
<b>102</b>	<b><u>Democratic Representation</u></b>									
1115	King's Coronation	1,800	460	0	0	0	0	0	0	0
1116	Youth worker grants	0	22,137	0	500	0	0	0	0	0
1203	Youth Cafe Income	0	0	0	402	0	0	0	0	0
	<b>Total Income</b>	1,800	22,597	0	902	0	0	0	0	0
4115	General Reserves Approved Exp	0	27,289	0	0	0	0	0	0	0
4148	Equipm. for broadcast. meeting	2,200	0	0	0	0	0	0	0	0
4317	Youth worker projects	0	0	0	0	0	0	25,000	0	0
4318	Youth Council	17,500	1,600	4,500	4,643	0	0	5,000	0	0
4319	Members E-mail System	4,400	2,965	4,400	1,143	0	0	2,400	0	0
4325	Website Hosting & Programming	2,000	783	2,000	203	0	0	1,000	0	0
4361	Young people counselling	10,000	11,000	11,000	5,250	0	0	11,000	0	0
4363	LCAS Accreditation	250	0	250	0	0	0	0	0	0
4373	King's Coronation	18,000	12,930	0	0	0	0	0	0	0
4375	Election Expenses	5,000	5,000	8,000	13,354	0	0	8,000	0	0
4376	Civic Events & Regalia	9,500	9,840	9,500	3,912	0	0	9,500	0	0
4377	D/VE Day 80	0	0	6,000	4,746	0	0	6,000	0	0
4379	Remembrance Sunday	3,000	1,763	3,000	0	0	0	3,000	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4551	Mayors' Allowance	3,000	3,000	3,000	180	0	0	3,000	0	0
4552	Members Training Travel & Subs	2,000	350	2,000	0	0	0	2,000	0	0
4553	Council Chamber Expenses	4,000	2,884	4,000	990	0	0	3,000	0	0
	<b>Overhead Expenditure</b>	80,850	79,404	57,650	34,420	0	0	78,900	0	0
	<b>102 Net Income over Expenditure</b>	-79,050	-56,806	-57,650	-33,518	0	0	-78,900	0	0
5003	plus Transfer From EMR	0	0	0	5,354	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(79,050)</u>	<u>(56,806)</u>	<u>(57,650)</u>	<u>(28,165)</u>	<u>0</u>		<u>(78,900)</u>		
<b>105</b>	<b>Central Administration</b>									
1201	Sundry Income	0	782	0	68	0	0	0	0	0
	<b>Total Income</b>	0	782	0	68	0	0	0	0	0
4005	Environmental Officer	38,895	0	0	0	0	0	0	0	0
4006	Salaries TC	407,087	393,487	545,718	238,300	0	0	567,547	0	0
4007	Apprentice	26,000	0	0	0	0	0	0	0	0
4011	Wages Cleaning	4,200	4,200	4,200	2,100	0	0	4,752	0	0
4022	Agency Staff	0	10,628	0	0	0	0	0	0	0
4050	HR Consultants, DBS Staff Cost	8,000	7,441	8,000	3,201	0	0	8,000	0	0
4090	Staff Training And Seminars	12,000	11,225	12,000	3,669	0	0	12,000	0	0
4092	Staff Travelling & Subsistence	1,500	276	1,500	402	0	0	1,500	0	0
4100	Repairs & Maintenance	2,000	2,492	2,000	788	0	0	2,000	0	0
4146	Equipm and furnit (prev TC run	5,000	7,356	5,000	2,651	0	0	5,000	0	0
4301	Computer Maintenance & Softwar	24,000	3,229	24,000	12,295	0	0	26,000	0	0
4320	Telephones and broadband (all)	10,000	11,490	11,500	5,370	0	0	11,500	0	0
4322	Printing Postage & Stationery	6,500	7,772	7,500	3,782	0	0	8,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4326	Subscriptions & Publications	6,000	5,007	6,000	4,030	0	0	6,000	0	0
4329	Staff Welfare & Uniforms	1,500	164	1,500	229	0	0	1,500	0	0
4330	Recruitment& Advertising Staff	1,200	2,910	1,200	100	0	0	1,200	0	0
4364	Project management officer	60,000	0	0	0	0	0	0	0	0
4365	Carbon Neutral Revenue Budget	10,000	307	10,000	1,895	0	0	10,000	0	0
4366	Biodiversity Budget	0	0	0	0	0	0	5,000	0	0
4381	Bank and card terminal charges	1,300	1,279	1,300	636	0	0	1,300	0	0
4382	Insurances & Eng. Inspections	8,400	7,124	8,400	7,427	0	0	20,500	0	0
4386	Professional Fees	16,000	22,640	20,000	10,501	0	0	20,000	0	0
	<b>Overhead Expenditure</b>	<b>649,582</b>	<b>499,027</b>	<b>669,818</b>	<b>297,377</b>	<b>0</b>	<b>0</b>	<b>711,799</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(649,582)</b>	<b>(498,244)</b>	<b>(669,818)</b>	<b>(297,309)</b>	<b>0</b>		<b>(711,799)</b>		
<b>108</b>	<b><u>Other Costs and Income</u></b>									
1229	CIL Receipts 2023-2024	0	1,121,468	0	0	0	0	0	0	0
1230	CIL Receipts 2024-2025	0	0	0	375,250	0	0	0	0	0
1251	Bank and Investment Interest	10,000	138,206	60,000	81,890	0	0	60,000	0	0
1253	Precept	1,949,524	1,949,524	2,008,010	2,008,010	0	0	2,088,330	0	0
	<b>Total Income</b>	<b>1,959,524</b>	<b>3,209,197</b>	<b>2,068,010</b>	<b>2,465,150</b>	<b>0</b>	<b>0</b>	<b>2,148,330</b>	<b>0</b>	<b>0</b>
4388	Loan Interest. Payable	12,000	11,115	11,000	5,301	0	0	10,000	0	0
4389	Loan Repayment. PWLB	15,000	15,000	15,000	7,500	0	0	15,000	0	0
	<b>Overhead Expenditure</b>	<b>27,000</b>	<b>26,115</b>	<b>26,000</b>	<b>12,801</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>0</b>
	<b>108 Net Income over Expenditure</b>	<b>1,932,524</b>	<b>3,183,082</b>	<b>2,042,010</b>	<b>2,452,349</b>	<b>0</b>	<b>0</b>	<b>2,123,330</b>	<b>0</b>	<b>0</b>
5004	less Transfer To EMR	0	1,121,468	0	375,250	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>1,932,524</b>	<b>2,061,615</b>	<b>2,042,010</b>	<b>2,077,099</b>	<b>0</b>		<b>2,123,330</b>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>201</b>	<b><u>Cemetery/Churchyard and Allotm</u></b>									
1000	Allotment Rents	1,500	1,168	2,325	1,766	0	0	2,325	0	0
1100	Cemetery Income	41,500	44,825	43,575	19,369	0	0	43,575	0	0
1107	Grants/Donations Received	0	3,906	0	5,838	0	0	0	0	0
	<b>Total Income</b>	<b>43,000</b>	<b>49,899</b>	<b>45,900</b>	<b>26,972</b>	<b>0</b>	<b>0</b>	<b>45,900</b>	<b>0</b>	<b>0</b>
4100	Repairs & Maintenance	15,000	14,587	15,000	3,957	0	0	15,000	0	0
4101	Memorial Benches- Rechargeable	3,000	851	3,000	0	0	0	3,000	0	0
4102	Street Furniture	1,500	0	2,000	0	0	0	2,000	0	0
4110	Allotments	1,200	263	1,200	398	0	0	1,200	0	0
4113	Memorial Inspections	3,000	8,480	4,000	4,865	0	0	4,000	0	0
4115	General Reserves Approved Exp	0	41,319	0	0	0	0	0	0	0
4116	War Memorials	500	67	500	0	0	0	500	0	0
4117	Mem gard exp cov by don and GR	0	5,880	0	175	0	0	0	0	0
4131	Electricity	150	140	150	0	0	0	150	0	0
4135	Water	1,150	1,004	1,150	65	0	0	1,150	0	0
4145	Rates	2,750	2,041	2,750	1,225	0	0	2,250	0	0
4382	Insurances & Eng. Inspections	1,000	975	1,000	547	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>29,250</b>	<b>75,606</b>	<b>30,750</b>	<b>11,232</b>	<b>0</b>	<b>0</b>	<b>29,250</b>	<b>0</b>	<b>0</b>
	<b>201 Net Income over Expenditure</b>	<b>13,750</b>	<b>-25,706</b>	<b>15,150</b>	<b>15,740</b>	<b>0</b>	<b>0</b>	<b>16,650</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	5,480	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>13,750</b>	<b>(20,227)</b>	<b>15,150</b>	<b>15,740</b>	<b>0</b>		<b>16,650</b>		
<b>210</b>	<b><u>Play Areas and Open Spaces</u></b>									
1151	CCC - Grass Cutting Service	18,615	18,615	18,615	18,615	0	0	18,615	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		18,615	18,615	18,615	18,615	0	0	18,615	0	0
4100	Repairs & Maintenance	17,000	82,629	17,000	37,837	0	0	17,000	0	0
4107	Tree Maintenance	15,000	19,810	15,000	4,175	0	0	15,000	0	0
4114	Street Furniture and Signs	3,200	2,375	3,200	0	0	0	3,200	0	0
4122	Planting	8,000	4,342	10,000	10,529	0	0	18,000	0	0
4124	Glasshouses rental	2,000	1,500	2,000	0	0	0	0	0	0
4128	Street scene improvements	6,000	5,497	0	0	0	0	0	0	0
4382	Insurances & Eng. Inspections	5,000	4,500	5,000	4,442	0	0	0	0	0
<b>Overhead Expenditure</b>		56,200	120,653	52,200	56,983	0	0	53,200	0	0
<b>210 Net Income over Expenditure</b>		-37,585	-102,038	-33,585	-38,368	0	0	-34,585	0	0
5003	plus Transfer From EMR	0	84,802	0	29,979	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(37,585)</u>	<u>(17,236)</u>	<u>(33,585)</u>	<u>(8,390)</u>	<u>0</u>		<u>(34,585)</u>		
<b>220</b>	<b>Depot &amp; Operational</b>									
1201	Sundry Income	2,000	1,137	1,000	2,647	0	0	1,000	0	0
<b>Total Income</b>		2,000	1,137	1,000	2,647	0	0	1,000	0	0
4026	Operational Staff	409,980	404,563	437,807	199,736	0	0	455,319	0	0
4100	Repairs & Maintenance	13,000	10,761	13,000	7,203	0	0	13,000	0	0
4103	Depot Maintenance Costs	2,500	3,456	4,000	1,572	0	0	4,000	0	0
4106	Rent & Rates for Depot	40,000	39,120	45,000	22,464	0	0	47,500	0	0
4108	Waste Disposal	7,000	11,526	10,000	6,441	0	0	12,000	0	0
4115	General Reserves Approved Exp	0	9,770	0	0	0	0	0	0	0
4131	Electricity	14,500	20,429	7,000	3,136	0	0	7,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4135	Water	560	507	560	112	0	0	560	0	0
4143	Defibrilators	0	253	0	1,345	0	0	3,000	0	0
4200	Vehicle Running Costs & Repair	25,000	26,745	26,250	15,045	0	0	26,250	0	0
4329	Staff Welfare & Uniforms	6,000	8,559	7,000	2,148	0	0	7,000	0	0
4382	Insurances & Eng. Inspections	5,500	5,524	5,500	5,432	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>524,040</b>	<b>541,213</b>	<b>556,117</b>	<b>264,634</b>	<b>0</b>	<b>0</b>	<b>575,629</b>	<b>0</b>	<b>0</b>
	<b>220 Net Income over Expenditure</b>	<b>-522,040</b>	<b>-540,076</b>	<b>-555,117</b>	<b>-261,987</b>	<b>0</b>	<b>0</b>	<b>-574,629</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	813	0	1,345	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(522,040)</b>	<b>(539,263)</b>	<b>(555,117)</b>	<b>(260,642)</b>	<b>0</b>		<b>(574,629)</b>		
<b>230</b>	<b>Community Buildings</b>									
1003	Table Tennis Rent	100	100	100	100	0	0	100	0	0
1006	ATC Rent	900	900	900	900	0	0	900	0	0
1007	Gatelodge Rent	8,500	8,500	8,500	4,250	0	0	8,500	0	0
1009	SVDK Rent	0	0	0	0	0	0	4,500	0	0
	<b>Total Income</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>5,250</b>	<b>0</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>0</b>
4115	General Reserves Approved Exp	0	560	0	0	0	0	0	0	0
4118	Gatelodge Expenses	1,155	906	1,155	90	0	0	1,155	0	0
4119	The Cage Lock up	500	0	500	0	0	0	500	0	0
4126	Steve Van De Kerkhove exp	2,000	4,673	4,000	3,395	0	0	8,000	0	0
4127	Ex - Service Club	0	605	1,200	0	0	0	1,200	0	0
4320	Telephones and broadband (all)	0	70	0	0	0	0	0	0	0
4351	Museum Grant/Running Costs	73,800	76,342	76,840	34,255	0	0	80,700	0	0
4505	Public Toilets	38,500	39,375	40,000	9,420	0	0	40,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4506	CCTV	16,400	16,369	16,369	17,024	0	0	17,500	0	0
	<b>Overhead Expenditure</b>	132,355	138,901	140,064	64,185	0	0	149,055	0	0
	<b>230 Net Income over Expenditure</b>	-122,855	-129,401	-130,564	-58,935	0	0	-135,055	0	0
5003	plus Transfer From EMR	0	1,500	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(122,855)</u>	<u>(127,901)</u>	<u>(130,564)</u>	<u>(58,935)</u>	<u>0</u>		<u>(135,055)</u>		
<b>240</b>	<b><u>Town Events, Market &amp;Promotion</u></b>									
1102	Market Income	6,000	6,201	5,000	904	0	0	5,000	0	0
1108	Christmas Lights Income	5,000	6,016	5,000	0	0	0	5,000	0	0
1110	Other Community Events Income	1,000	0	1,000	0	0	0	1,000	0	0
1112	Dragon Boat Income	10,000	13,387	10,000	19,800	0	0	10,000	0	0
1113	AFD Income	5,000	0	5,000	5,179	0	0	5,000	0	0
1201	Sundry Income	0	0	0	795	0	0	0	0	0
	<b>Total Income</b>	27,000	25,604	26,000	26,678	0	0	26,000	0	0
4027	Ops staff costs recharges	0	10,365	0	0	0	0	0	0	0
4325	Website Hosting & Programming	2,100	268	2,205	99	0	0	1,000	0	0
4334	Promotion of Town	11,550	10,558	11,550	6,646	0	0	11,550	0	0
4343	Dragon Boat	14,000	17,394	14,700	16,960	0	0	15,435	0	0
4346	Armed Forces Day	16,896	270	17,740	25,036	0	0	22,000	0	0
4354	Grants Power GeneralCompetence	0	0	0	1,400	0	0	0	0	0
4400	Market Expenses	13,650	3,156	13,650	5,766	0	0	13,650	0	0
4401	Baby Loss Awareness Week	0	0	0	0	0	0	500	0	0
4402	Disability awareness week	0	0	0	0	0	0	500	0	0
4403	Additional market entert 2025	0	0	0	0	0	0	6,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4404	Living History Festival	0	0	0	0	0	0	5,295	0	0
4405	Market Sq Launch Event	0	0	0	0	0	0	6,000	0	0
4507	Christm Lights Lease and Decor	22,000	22,632	22,000	0	0	0	22,000	0	0
4508	Christmas Lights Capital Costs	3,000	0	3,000	0	0	0	0	0	0
4513	Summer Band Concerts	6,500	4,856	6,500	4,922	0	0	6,500	0	0
4516	Christmas Lights Event	18,480	14,677	19,404	3,196	0	0	21,190	0	0
4518	Market Entertainmnet	10,500	10,500	10,500	3,833	0	0	10,000	0	0
4519	Event Equipment	0	0	5,000	2,185	0	0	5,000	0	0
4556	Community events-other	11,000	2,539	5,000	1,278	0	0	4,000	0	0
4557	Changing Places Toilets-events	4,000	1,687	4,200	0	0	0	1,800	0	0
	<b>Overhead Expenditure</b>	<b>133,676</b>	<b>98,902</b>	<b>135,449</b>	<b>71,320</b>	<b>0</b>	<b>0</b>	<b>152,420</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(106,676)</b>	<b>(73,298)</b>	<b>(109,449)</b>	<b>(44,642)</b>	<b>0</b>		<b>(126,420)</b>		
<b>250</b>	<b>Grants &amp; Donations</b>									
4353	CAB Service Level Grant	0	0	0	0	0	0	10,000	0	0
4354	Grants Power GeneralCompetence	60,820	57,571	60,820	27,201	0	0	54,020	0	0
4355	Art & Drama Awards	6,600	6,600	6,600	0	0	0	0	0	0
4356	Youth Provison Grants	6,600	6,600	6,600	4,469	0	0	0	0	0
4357	MAST Service Level Grant	0	0	0	0	0	0	10,000	0	0
4358	St Neots Festival	0	31,500	0	0	0	0	0	0	0
4359	HVC Service Level Grant	0	0	0	0	0	0	10,000	0	0
	<b>Overhead Expenditure</b>	<b>74,020</b>	<b>102,271</b>	<b>74,020</b>	<b>31,669</b>	<b>0</b>	<b>0</b>	<b>84,020</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	15,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(74,020)</b>	<b>(87,271)</b>	<b>(74,020)</b>	<b>(31,669)</b>	<b>0</b>		<b>(84,020)</b>		
<b>301</b>	<b>Highways and The Environment</b>									

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4105	Bus Shelters	3,000	0	3,000	0	0	0	3,000	0	0
4109	Street Lights	8,500	20,358	8,500	129	0	0	8,500	0	0
4123	Highways Improvements	20,000	3,145	40,000	245	0	0	40,000	0	0
4503	Notice Boards	2,500	112	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>34,000</b>	<b>23,615</b>	<b>51,500</b>	<b>374</b>	<b>0</b>	<b>0</b>	<b>51,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(34,000)</b>	<b>(23,615)</b>	<b>(51,500)</b>	<b>(374)</b>	<b>0</b>		<b>(51,500)</b>		
<b>340</b>	<b><u>New Building</u></b>									
4131	Electricity	0	0	0	0	0	0	2,200	0	0
4132	Gas	0	0	0	0	0	0	1,800	0	0
4135	Water	0	0	0	0	0	0	1,000	0	0
4145	Rates	0	0	0	0	0	0	11,000	0	0
4382	Insurances & Eng. Inspections	0	0	0	0	0	0	6,459	0	0
<b>Overhead Expenditure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,459</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(22,459)</b>		
<b>400</b>	<b><u>Capital Projects</u></b>									
1107	Grants/Donations Received	0	0	0	16,675	0	0	0	0	0
<b>Total Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>16,675</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4129	St John Ambulance Building	0	43,495	0	0	0	0	0	0	0
4902	CAP - Ops ride-on mow and veh	30,000	0	30,000	0	0	0	30,000	0	0
4911	CAP - IT Hardware	7,000	2,752	0	0	0	0	0	0	0
4913	CAP - Additional depot space	0	0	20,000	0	0	0	0	0	0
6703	CAP - Buildings major repairs	50,000	5,920	0	4,500	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6708	PC Temp Closure one off costs	0	0	50,000	37,275	0	0	0	0	0
6712	Art project covered by grant	0	0	0	50,000	0	0	0	0	0
	<b>Overhead Expenditure</b>	87,000	52,167	100,000	91,775	0	0	30,000	0	0
	<b>400 Net Income over Expenditure</b>	-87,000	-52,167	-100,000	-75,100	0	0	-30,000	0	0
5003	plus Transfer From EMR	0	0	0	3,500	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(87,000)</u>	<u>(52,167)</u>	<u>(100,000)</u>	<u>(71,600)</u>	<u>0</u>		<u>(30,000)</u>		
<b>401</b>	<b><u>Master Plan</u></b>									
1201	Sundry Income	0	50,000	0	0	0	0	0	0	0
	<b>Total Income</b>	0	50,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>402</b>	<b><u>COVID19</u></b>									
4147	Covid 19 Extraordinary Costs	2,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	2,000	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(2,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>404</b>	<b><u>HDC Vibrant Communities Fund</u></b>									
1109	UKSPF Vibrant Communities Fund	0	20,000	0	0	0	0	0	0	0
	<b>Total Income</b>	0	20,000	0	0	0	0	0	0	0
4724	Vibrant Community Expenditure	0	19,265	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	19,265	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>735</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>406</b>	<b><u>Moore's Walk</u></b>									

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6710	Moores Walk Cove by Grant	0	0	0	15,086	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	15,086	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	0	(15,086)	0		0		
	<b>Town Council - Income</b>	2,061,439	3,407,332	2,169,025	2,562,956	0	0	2,253,845	0	0
	<b>Expenditure</b>	1,835,173	1,782,577	1,898,768	951,856	0	0	1,968,732	0	0
	<b>Net Income over Expenditure</b>	<u>226,266</u>	<u>1,624,755</u>	<u>270,257</u>	<u>1,611,100</u>	<u>0</u>	<u>0</u>	<u>285,113</u>	<u>0</u>	<u>0</u>
	plus Transfer From EMR	0	107,594	0	40,177	0	0	0	0	0
	less Transfer To EMR	0	1,121,468	0	375,250	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>226,266</u>	<u>610,882</u>	<u>270,257</u>	<u>1,276,027</u>	<u>0</u>		<u>285,113</u>		
	<b><u>Priory Centre</u></b>									
<b>501</b>	<b><u>Priory Centre-Staffing</u></b>									
4009	Salaries - PC	232,961	222,483	241,539	113,868	0	0	250,073	0	0
4022	Agency Staff	0	226	0	0	0	0	0	0	0
4092	Staff Travelling & Subsistence	0	378	0	0	0	0	0	0	0
4099	Added Years Pensions	4,300	1,523	2,150	1,966	0	0	2,150	0	0
4329	Staff Welfare & Uniforms	1,050	769	1,050	606	0	0	1,050	0	0
4330	Recruitment& Advertising Staff	800	0	800	0	0	0	800	0	0
	<b>Overhead Expenditure</b>	239,111	225,379	245,539	116,441	0	0	254,073	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(239,111)</u>	<u>(225,379)</u>	<u>(245,539)</u>	<u>(116,441)</u>	<u>0</u>		<u>(254,073)</u>		
<b>504</b>	<b><u>Priory Centre-Running Costs</u></b>									
1104	Photocopy Income	10	44	10	17	0	0	0	0	0
1275	HDC PC Sponsorship	37,196	37,196	37,196	0	0	0	37,196	0	0

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	37,206	37,240	37,206	17	0	0	37,196	0	0
4100 Repairs & Maintenance	16,000	19,848	8,000	2,515	0	0	0	0	0
4115 General Reserves Approved Exp	0	7,425	0	0	0	0	0	0	0
4131 Electricity	42,000	56,638	27,000	3,202	0	0	2,000	0	0
4132 Gas	45,000	29,626	8,000	3,468	0	0	3,000	0	0
4135 Water	4,000	4,771	4,000	1,262	0	0	2,000	0	0
4145 Rates	17,500	18,837	19,500	6,296	0	0	7,000	0	0
4150 Cleaning Materials	4,600	4,709	2,300	2,191	0	0	0	0	0
4152 Licences	4,000	2,114	4,000	1,997	0	0	0	0	0
4231 Lease/Hire Contracts	10,123	6,287	5,123	2,006	0	0	0	0	0
4300 Equipment Purchases	3,500	1,568	3,500	1,045	0	0	0	0	0
4304 PC VAT Irrecoverable	6,000	13,683	5,000	1,435	0	0	0	0	0
4322 Printing Postage & Stationery	1,000	366	2,000	103	0	0	0	0	0
4325 Website Hosting & Programming	600	180	600	99	0	0	0	0	0
4331 Marketing & Advertising	8,183	8,826	8,183	2,432	0	0	0	0	0
4381 Bank and card terminal charges	2,200	3,317	750	1,774	0	0	0	0	0
4382 Insurances & Eng. Inspections	8,500	8,777	8,500	1,757	0	0	7,000	0	0
4416 Waste Disposal	4,500	4,583	2,250	3,098	0	0	0	0	0
<b>Overhead Expenditure</b>	177,706	191,557	108,706	34,680	0	0	21,000	0	0
<b>Movement to/(from) Gen Reserve</b>	(140,500)	(154,317)	(71,500)	(34,662)	0		16,196		
<b>520 Centres Bar &amp; Cafe</b>									
1048 Bar Sales	90,000	76,447	37,000	42,528	0	0	7,000	0	0
1052 Cafe Sales	42,000	53,965	17,000	33,586	0	0	191,500	0	0

Continued on next page



## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1080	Overs & Unders	0	53	0	0	0	0	0	0	0
	<b>Total Income</b>	132,000	130,464	54,000	76,114	0	0	198,500	0	0
4022	Agency Staff	0	3,385	0	386	0	0	0	0	0
4024	Cafe/catering staff	34,794	38,474	36,036	23,812	0	0	38,000	0	0
4025	Casual (prev bar) staff	14,803	18,145	6,000	26,890	0	0	105,000	0	0
4600	Bar Purchases	40,000	30,346	14,800	12,937	0	0	2,450	0	0
4604	Catering Purchases	8,000	9,155	2,000	6,468	0	0	67,000	0	0
4605	Cafe Purchases	10,750	12,884	2,000	8,145	0	0	0	0	0
4610	Consumable Purchases	3,120	1,287	1,500	265	0	0	1,500	0	0
	<b>Overhead Expenditure</b>	111,467	113,677	62,336	78,904	0	0	213,950	0	0
	<b>Movement to/(from) Gen Reserve</b>	20,533	16,788	(8,336)	(2,790)	0		(15,450)		
<b>525</b>	<b><u>Priory Centre-Functions</u></b>									
1049	Events Income	4,000	0	0	0	0	0	0	0	0
1050	Hall Hire	128,761	115,027	44,000	43,341	0	0	0	0	0
1053	Kitchen Hire	1,176	933	480	167	0	0	0	0	0
1057	Toddlers Gym Income	600	985	240	326	0	0	0	0	0
1070	Admin Fee/Surcharges	600	1,420	160	101	0	0	0	0	0
1075	Equipment Hire	3,000	1,971	800	1,620	0	0	0	0	0
1256	Commission of Ticket Sales	300	223	50	27	0	0	0	0	0
	<b>Total Income</b>	138,437	120,559	45,730	45,581	0	0	0	0	0
4021	Wages Toddlers Gym	1,946	2,046	2,000	969	0	0	0	0	0
4151	Laundry	500	630	250	768	0	0	0	0	0
4510	Events Expenses	3,500	2,772	1,800	3,382	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4511 Toddlers' Gym Expenses	32	24	32	94	0	0	0	0	0
<b>Overhead Expenditure</b>	5,978	5,472	4,082	5,214	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>132,459</u>	<u>115,087</u>	<u>41,648</u>	<u>40,367</u>	<u>0</u>		<u>0</u>		
<b>Priory Centre - Income</b>	307,643	288,262	136,936	121,713	0	0	235,696	0	0
<b>Expenditure</b>	534,262	536,084	420,663	235,239	0	0	489,023	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(226,619)</u>	<u>(247,821)</u>	<u>(283,727)</u>	<u>(113,526)</u>	<u>0</u>		<u>(253,327)</u>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Eatons Centre</u></b>										
<b>350</b>	<b><u>Eaton Community Centre</u></b>									
1040	River Church Lease - Eatons	5,560	5,593	5,560	1,391	0	0	5,560	0	0
1050	Hall Hire	30,000	33,062	51,600	24,271	0	0	75,000	0	0
1057	Toddlers Gym Income	0	0	0	0	0	0	832	0	0
	<b>Total Income</b>	<b>35,560</b>	<b>38,655</b>	<b>57,160</b>	<b>25,662</b>	<b>0</b>	<b>0</b>	<b>81,392</b>	<b>0</b>	<b>0</b>
4010	Wages-Caretaking	4,000	4,180	0	0	0	0	0	0	0
4100	Repairs & Maintenance	5,500	5,507	7,000	5,913	0	0	7,000	0	0
4130	Heating costs (prev Biomass Fu	3,500	5,707	5,000	1,368	0	0	5,000	0	0
4131	Electricity	3,400	6,251	3,400	358	0	0	3,400	0	0
4135	Water	700	1,590	1,500	736	0	0	1,500	0	0
4145	Rates	5,700	4,768	5,700	3,071	0	0	5,700	0	0
4153	Cleaning costs	0	0	0	0	0	0	8,000	0	0
4231	Lease/Hire Contracts	5,000	1,647	5,000	663	0	0	3,000	0	0
4300	Equipment Purchases	600	0	2,000	45	0	0	2,000	0	0
4320	Telephones and broadband (all)	800	1,382	1,500	610	0	0	1,500	0	0
4331	Marketing & Advertising	2,700	1,925	3,000	300	0	0	3,000	0	0
4381	Bank and card terminal charges	0	0	750	0	0	0	750	0	0
4382	Insurances & Eng. Inspections	2,200	2,269	2,300	2,081	0	0	2,000	0	0
4416	Waste Disposal	1,107	1,463	3,000	844	0	0	3,000	0	0
4511	Toddlers' Gym Expenses	0	0	0	0	0	0	100	0	0
	<b>Overhead Expenditure</b>	<b>35,207</b>	<b>36,689</b>	<b>40,150</b>	<b>15,989</b>	<b>0</b>	<b>0</b>	<b>45,950</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>353</b>	<b>1,966</b>	<b>17,010</b>	<b>9,673</b>	<b>0</b>		<b>35,442</b>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Eatons Centre - Income</b>	35,560	38,655	57,160	25,662	0	0	81,392	0	0
<b>Expenditure</b>	35,207	36,689	40,150	15,989	0	0	45,950	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>353</u>	<u>1,966</u>	<u>17,010</u>	<u>9,673</u>	<u>0</u>		<u>35,442</u>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>New Street</u></b>										
<b><u>360</u></b>	<b><u>New Street</u></b>									
1050	Hall Hire	0	0	4,800	1,398	0	0	14,400	0	0
1075	Equipment Hire	0	0	0	0	0	0	1,050	0	0
	<b>Total Income</b>	0	0	4,800	1,398	0	0	15,450	0	0
4100	Repairs & Maintenance	0	0	0	367	0	0	5,000	0	0
4131	Electricity	0	0	2,000	1,495	0	0	14,000	0	0
4135	Water	0	0	600	0	0	0	0	0	0
4144	Rent New Street	0	0	0	0	0	0	25,000	0	0
4145	Rates	0	0	0	1,125	0	0	11,230	0	0
4150	Cleaning Materials	0	0	0	0	0	0	2,400	0	0
4151	Laundry	0	0	0	0	0	0	2,000	0	0
4152	Licences	0	0	0	0	0	0	1,400	0	0
4231	Lease/Hire Contracts	0	0	0	0	0	0	2,400	0	0
4300	Equipment Purchases	0	0	0	0	0	0	3,000	0	0
4320	Telephones and broadband (all)	0	0	600	0	0	0	660	0	0
4322	Printing Postage & Stationery	0	0	0	0	0	0	2,100	0	0
4381	Bank and card terminal charges	0	0	0	0	0	0	3,000	0	0
4382	Insurances & Eng. Inspections	0	0	0	0	0	0	2,500	0	0
4416	Waste Disposal	0	0	0	0	0	0	1,800	0	0
4510	Events Expenses	0	0	0	0	0	0	3,000	0	0
	<b>Overhead Expenditure</b>	0	0	3,200	2,987	0	0	79,490	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	1,600	(1,589)	0		(64,040)		

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## Annual Budget - By Committee (Actual YTD Month 6)

Note: Budget (for F&amp;G Meeting 10 December 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>New Street - Income</b>	0	0	4,800	1,398	0	0	15,450	0	0
<b>Expenditure</b>	0	0	3,200	2,987	0	0	79,490	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>	<u>1,600</u>	<u>(1,589)</u>	<u>0</u>		<u>(64,040)</u>		
<b>Total Budget Income</b>	2,404,642	3,734,250	2,367,921	2,711,729	0	0	2,586,383	0	0
<b>Expenditure</b>	2,404,642	2,355,350	2,362,781	1,206,071	0	0	2,583,195	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>1,378,901</u>	<u>5,140</u>	<u>1,505,658</u>	<u>0</u>		<u>3,188</u>		
plus Transfer From EMR	0	107,594	0	40,177	0	0	0	0	0
less Transfer To EMR	0	1,121,468	0	375,250	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>365,027</u>	<u>5,140</u>	<u>1,170,586</u>	<u>0</u>		<u>3,188</u>		

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## St Neots Town Council 2024/2025

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## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4380	Audit Fees	101	Corporate Management	Increased by £300
4148	Equipm. for broadcast. meeting	102	Democratic Representation	Not required due to PC refurb
4317	Youth worker projects	102	Democratic Representation	Total amount for various project approved by F&G
4318	Youth Council	102	Democratic Representation	For youth Council only-increased by £500
4319	Members E-mail System	102	Democratic Representation	Reduced based on current year
4325	Website Hosting & Programming	102	Democratic Representation	Reduced based on actuals
4361	Young people counselling	102	Democratic Representation	Same as 24/25
4363	LCAS Accreditation	102	Democratic Representation	Covered by Earmarked Reserves
4375	Election Expenses	102	Democratic Representation	Same as 24/25, Unspent budget to be earmarked
4376	Civic Events & Regalia	102	Democratic Representation	Same as 24/25
4377	D/VE Day 80	102	Democratic Representation	Same as 24/25 but for VEDay80 (8/5/25)
4379	Remembrance Sunday	102	Democratic Representation	Same as 24/25
4551	Mayors' Allowance	102	Democratic Representation	Same as 24/25
4552	Members Training Travel & Subs	102	Democratic Representation	Same as 24/25
4553	Council Chamber Expenses	102	Democratic Representation	Reduced by £1,000 based on actuals
4005	Environmental Officer	105	Central Administration	Nil as included in TC salaries
4006	Salaries TC	105	Central Administration	24/25 budget incr by 3%
4011	Wages Cleaning	105	Central Administration	New contractual cost £396x12
4050	HR Consultants, DBS Staff Cost	105	Central Administration	Same as 24/25
4090	Staff Training And Seminars	105	Central Administration	Same as 24/25
4092	Staff Travelling & Subsistence	105	Central Administration	Same as 24/25
4100	Repairs & Maintenance	105	Central Administration	Same as 24/25
4101	Memorial Benches- Rechargeable	105	Central Administration	Same as 21/22
4146	Equipm and furnit (prev TC run	105	Central Administration	Same as 24/25
4301	Computer Maintenance & Softwar	105	Central Administration	Invreased by £2K to reflect increaased staff number
4320	Telephones and broadband (all)	105	Central Administration	Same as 24/25, includes mob phones devices
4322	Printing Postage & Stationery	105	Central Administration	Increased by £500 to reflect infl rise
4326	Subscriptions & Publications	105	Central Administration	Same as 24/25
4329	Staff Welfare & Uniforms	105	Central Administration	Same as 24/25

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## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4330</b>	Recruitment& Advertising Staff	<b>105</b>	Central Administration	Same as 24/25
<b>4365</b>	Carbon Neutral Revenue Budget	<b>105</b>	Central Administration	Same as 24/25
<b>4366</b>	Biodiversity Budget	<b>105</b>	Central Administration	Proposal from Environmental Comm
<b>4381</b>	Bank and card terminal charges	<b>105</b>	Central Administration	Same as 24/25
<b>4382</b>	Insurances & Eng. Inspections	<b>105</b>	Central Administration	Includes ins for all other costs centres based on 24/25 cost
<b>4386</b>	Professional Fees	<b>105</b>	Central Administration	Same as 24/25
<b>1251</b>	Bank and Investment Interest	<b>108</b>	Other Costs and Income	Same as 24/25
<b>1253</b>	Precept	<b>108</b>	Other Costs and Income	Based on 24/25 to be decided
<b>4388</b>	Loan Interest. Payable	<b>108</b>	Other Costs and Income	PWLB interest est/reduced by 1K
<b>4389</b>	Loan Repayment. PWLB	<b>108</b>	Other Costs and Income	Same as 24/25
<b>1000</b>	Allotment Rents	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>1100</b>	Cemetery Income	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4100</b>	Repairs & Maintenance	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4101</b>	Memorial Benches- Rechargeable	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4102</b>	Street Furniture	<b>201</b>	Cemetery/Churchyard and Allotm	Bins and notice boards-same as 24/25
<b>4110</b>	Allotments	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4113</b>	Memorial Inspections	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25-Prov to earmark for inspections every 5y
<b>4116</b>	War Memorials	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4131</b>	Electricity	<b>201</b>	Cemetery/Churchyard and Allotm	Electricity for mortuary building-same as 24/25
<b>4135</b>	Water	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4145</b>	Rates	<b>201</b>	Cemetery/Churchyard and Allotm	Reduced by £500 to reflect actual /
<b>4382</b>	Insurances & Eng. Inspections	<b>201</b>	Cemetery/Churchyard and Allotm	Total ins costs shown under admin
<b>1151</b>	CCC - Grass Cutting Service	<b>210</b>	Play Areas and Open Spaces	same as 24/25
<b>4100</b>	Repairs & Maintenance	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4107</b>	Tree Maintenance	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4114</b>	Street Furniture and Signs	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4122</b>	Planting	<b>210</b>	Play Areas and Open Spaces	Increased by 8000 based on move to external
<b>4124</b>	Glasshouses rental	<b>210</b>	Play Areas and Open Spaces	No longer needed as external planting



## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4382</b>	Insurances & Eng. Inspections	<b>210</b>	Play Areas and Open Spaces	Total insurance shown under admin costs
<b>1201</b>	Sundry Income	<b>220</b>	Depot & Operational	Same as 24/25 Serv to parish councils
<b>4026</b>	Operational Staff	<b>220</b>	Depot & Operational	24/25 Budget incr by 3%
<b>4100</b>	Repairs & Maintenance	<b>220</b>	Depot & Operational	Same as 24/25
<b>4103</b>	Depot Maintenance Costs	<b>220</b>	Depot & Operational	Same as 24/25
<b>4106</b>	Rent & Rates for Depot	<b>220</b>	Depot & Operational	Incr by £2,500 because of contract renewal
<b>4108</b>	Waste Disposal	<b>220</b>	Depot & Operational	Incr by £2,000 based on actuals
<b>4131</b>	Electricity	<b>220</b>	Depot & Operational	Same as 24/25
<b>4135</b>	Water	<b>220</b>	Depot & Operational	Same as 24/25
<b>4143</b>	Defibrillators	<b>220</b>	Depot & Operational	Maintenance for adopted defibs-OPS request to increase to £3k for new defibs
<b>4200</b>	Vehicle Running Costs & Repair	<b>220</b>	Depot & Operational	Same as 24/25
<b>4329</b>	Staff Welfare & Uniforms	<b>220</b>	Depot & Operational	Same as 24/25
<b>4382</b>	Insurances & Eng. Inspections	<b>220</b>	Depot & Operational	Shown as part of total insurance in admin costs
<b>1003</b>	Table Tennis Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>1006</b>	ATC Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>1007</b>	Gatelodge Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>1009</b>	SVDK Rent	<b>230</b>	Community Buildings	Rent provision requested by ops
<b>4118</b>	Gatelodge Expenses	<b>230</b>	Community Buildings	Same as 24/25
<b>4119</b>	The Cage Lock up	<b>230</b>	Community Buildings	same as 24/25
<b>4126</b>	Steve Van De Kerkhove exp	<b>230</b>	Community Buildings	Increased by £4,000 to reflect 2.5K rates and costs of occupamcy
<b>4127</b>	Ex - Service Club	<b>230</b>	Community Buildings	Same as 24/25
<b>4351</b>	Museum Grant/Running Costs	<b>230</b>	Community Buildings	Increase by £3860 on grant element as resolved by F&G
<b>4505</b>	Public Toilets	<b>230</b>	Community Buildings	Same as 24/25
<b>4506</b>	CCTV	<b>230</b>	Community Buildings	Increased by £476
<b>1102</b>	Market Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25
<b>1108</b>	Christmas Lights Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25
<b>1110</b>	Other Community Events Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25
<b>1112</b>	Dragon Boat Income	<b>240</b>	Town Events, Market &Promotion	Same as 24/25

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1113	AFD Income	240	Town Events, Market &Promotion	Same as 24/25
4325	Website Hosting & Programming	240	Town Events, Market &Promotion	Vists St Neots website. Reduced due to year-on-year underspend
4334	Promotion of Town	240	Town Events, Market &Promotion	Same as 24/25
4343	Dragon Boat	240	Town Events, Market &Promotion	Suggested increased of 5% for supplier cost increases (toilets, first aid etc)
4346	Armed Forces Day	240	Town Events, Market &Promotion	Incr to do with reclassification of this event from Tier 2 to Tier 3
4400	Market Expenses	240	Town Events, Market &Promotion	Same as 24/25 - Main cost is Operational Staff
4401	Baby Loss Awareness Week	240	Town Events, Market &Promotion	New code for 25/26 by P&E
4402	Disability awareness week	240	Town Events, Market &Promotion	New code for 25/26 by P&E
4403	Additional market entert 2025	240	Town Events, Market &Promotion	New code for 25/26 for summer 2025 opening
4404	Living History Festival	240	Town Events, Market &Promotion	Museum event
4405	Market Sq Launch Event	240	Town Events, Market &Promotion	One off event for 24/25 £15k reduced by 9K in earmarked by F&G
4507	Christm Lights Lease and Decor	240	Town Events, Market &Promotion	Lights lease to be re-terndered in 2025 and purchase of market Christmas tree-could increase
4508	Christmas Lights Capital Costs	240	Town Events, Market &Promotion	One off cost for Cam Rd light extension. Not needed for 25/26
4513	Summer Band Concerts	240	Town Events, Market &Promotion	Approx. £5,500 cost of bands, remaining amount is for Ops staff overtime which varies.
4516	Christmas Lights Event	240	Town Events, Market &Promotion	Incr by 5% suggested for supplier increases (stage, toilets, first aid) and add4% by P&E on £20,375
4518	Market Entertainmnet	240	Town Events, Market &Promotion	Slight reduction as £500 was to cover battery cost. New power supply with MRK Sq.
4519	Event Equipment	240	Town Events, Market &Promotion	Same as 24/25
4556	Community events-other	240	Town Events, Market &Promotion	Reduced by £1K due to separating out two events into own budget lines
4557	Changing Places Toilets-events	240	Town Events, Market &Promotion	Reduced due to new CPT. Budget to cover Xmas and 1 other
4354	Grants Power GeneralCompetence	250	Grants & Donations	Same as 24/25 including youth and art budget
4105	Bus Shelters	301	Highways and The Environment	Same as 24/25 to be earmarked if unspent
4109	Street Lights	301	Highways and The Environment	Same as 24/25
4123	Highways Improvements	301	Highways and The Environment	Same as 24/25
4131	Electricity	340	New Building	Estimated based on vacant building
4132	Gas	340	New Building	Estimated based on vacant building
4135	Water	340	New Building	Estimated based on vacant building

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4145</b>	Rates	<b>340</b>	New Building	Estimated based on vacant building
<b>4382</b>	Insurances & Eng. Inspections	<b>340</b>	New Building	Insurance as per quote
<b>1040</b>	River Church Lease - Eatons	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>1050</b>	Hall Hire	<b>350</b>	Eaton Community Centre	Increased based on transferring some clients
<b>1057</b>	Toddlers Gym Income	<b>350</b>	Eaton Community Centre	Average £16 per week
<b>4010</b>	Wages-Caretaking	<b>350</b>	Eaton Community Centre	Reduced to NIL - cost under 501
<b>4021</b>	Wages Toddlers Gym	<b>350</b>	Eaton Community Centre	Included in 4009 PC salaries
<b>4100</b>	Repairs & Maintenance	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4130</b>	Heating costs (prev Biomass Fu	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4131</b>	Electricity	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4135</b>	Water	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4145</b>	Rates	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4153</b>	Cleaning costs	<b>350</b>	Eaton Community Centre	Estimated costs for outsourced cleaning
<b>4231</b>	Lease/Hire Contracts	<b>350</b>	Eaton Community Centre	Reduced by £2,000
<b>4300</b>	Equipment Purchases	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4320</b>	Telephones and broadband (all)	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4331</b>	Marketing & Advertising	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4381</b>	Bank and card terminal charges	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>4382</b>	Insurances & Eng. Inspections	<b>350</b>	Eaton Community Centre	Building incorp in 105, inspections from Stan & Zur
<b>4416</b>	Waste Disposal	<b>350</b>	Eaton Community Centre	Same as 24/25
<b>1050</b>	Hall Hire	<b>360</b>	New Street	Estimated based on 1200 per month
<b>4100</b>	Repairs & Maintenance	<b>360</b>	New Street	Estimated Centres Manager
<b>4131</b>	Electricity	<b>360</b>	New Street	Based on actuals
<b>4145</b>	Rates	<b>360</b>	New Street	Based on Oct actuals
<b>4304</b>	PC VAT Irrecoverable	<b>360</b>	New Street	Exempt (hall hire) sales much lower vs standard at NS than PC
<b>4320</b>	Telephones and broadband (all)	<b>360</b>	New Street	Based on £55 per month broadband fee
<b>4382</b>	Insurances & Eng. Inspections	<b>360</b>	New Street	£1,5K building and £1k inspections
<b>4902</b>	CAP - Ops ride-on mow and veh	<b>400</b>	Capital Projects	Ride on mowers and vehicles-earmark if unspent

## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4009</b>	Salaries - PC	<b>501</b>	Priory Centre-Staffing	Based on 24/25 (adjusted for chnages in cleaning contracts) inc by 4%, incl toddler gym
<b>4099</b>	Added Years Pensions	<b>501</b>	Priory Centre-Staffing	PC previous employee same as 24/25
<b>4329</b>	Staff Welfare & Uniforms	<b>501</b>	Priory Centre-Staffing	Same as 24/25
<b>4330</b>	Recruitment& Advertising Staff	<b>501</b>	Priory Centre-Staffing	Same as 24/25
<b>1275</b>	HDC PC Sponsorship	<b>504</b>	Priory Centre-Running Costs	Same as 24/25
<b>4100</b>	Repairs & Maintenance	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4131</b>	Electricity	<b>504</b>	Priory Centre-Running Costs	Provsion for when the PC re-opens
<b>4132</b>	Gas	<b>504</b>	Priory Centre-Running Costs	Reduced to reflect closure
<b>4135</b>	Water	<b>504</b>	Priory Centre-Running Costs	Reduced to reflect closure
<b>4145</b>	Rates	<b>504</b>	Priory Centre-Running Costs	Reduced to reflect closure
<b>4150</b>	Cleaning Materials	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4152</b>	Licences	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4231</b>	Lease/Hire Contracts	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4300</b>	Equipment Purchases	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4304</b>	PC VAT Irrecoverable	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4322</b>	Printing Postage & Stationery	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4325</b>	Website Hosting & Programming	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4331</b>	Marketing & Advertising	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4381</b>	Bank and card terminal charges	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>4382</b>	Insurances & Eng. Inspections	<b>504</b>	Priory Centre-Running Costs	Based on HDC building ins 24/25
<b>4416</b>	Waste Disposal	<b>504</b>	Priory Centre-Running Costs	Reduced to nil to reflect closure
<b>1048</b>	Bar Sales	<b>520</b>	Centres Bar & Cafe	Estimate for NS and EC
<b>1052</b>	Cafe Sales	<b>520</b>	Centres Bar & Cafe	NS cafe based on 45% inc on cur sales level, and including at least 10% inc on prices
<b>4024</b>	Cafe/catering staff	<b>520</b>	Centres Bar & Cafe	Based on 39 h per week cotracted staff
<b>4025</b>	Casual (prev bar) staff	<b>520</b>	Centres Bar & Cafe	Based on 111 casual hours average per week to cover cafe and kicthen and being open 7 days a week
<b>4600</b>	Bar Purchases	<b>520</b>	Centres Bar & Cafe	Calculated as 35% of bar sales
<b>4604</b>	Catering Purchases	<b>520</b>	Centres Bar & Cafe	35% of sales combined with 4605

### Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4605</b>	Cafe Purchases	<b>520</b>	Centres Bar & Cafe	Budget moved to 4604
<b>4610</b>	Consumable Purchases	<b>520</b>	Centres Bar & Cafe	Same as 24/25
<b>1049</b>	Events Income	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1050</b>	Hall Hire	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1053</b>	Kitchen Hire	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1057</b>	Toddlers Gym Income	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1070</b>	Admin Fee/Surcharges	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1075</b>	Equipment Hire	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>1256</b>	Commission of Ticket Sales	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4021</b>	Wages Toddlers Gym	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4151</b>	Laundry	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4510</b>	Events Expenses	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4511</b>	Toddlers' Gym Expenses	<b>525</b>	Priory Centre-Functions	Reduced to nil to reflect closure
<b>4515</b>	Door Security	<b>525</b>	Priory Centre-Functions	Nil, included in event exp

	<b>Totals</b>		<b>Annual CT Per Property</b>	<b>Tax Base No of Properties</b>	
2020/2021 Precept	£	1,806,000	£	163.08	11,074
2021/2022 Precept	£	1,807,579	£	163.08	11,084
2022/2023 Precept	£	1,864,357	£	166.34	11,208
2023/2024 Precept	£	1,949,524	£	170.95	11,404
2024/2025 Precept	£	2,008,010	£	174.02	11,539
2025/2026 Precept	<b>£</b>	<b>2,088,330</b>	£	178.58	<b>11,694</b>
Increase in precept	£	80,320		4.55	
Percentage increase from 24/25		4.00%		2.62%	
Weekly increase to band D			£	0.09	

Draft to be approved on 19/12/24

<b>2025/2026 Precept</b>	<b>monetary rise</b>	<b>% rise</b>	
<b>£2,008,010</b>	20,080.10	1.00%	2,028,090.10
	40,160.20	2.00%	2,048,170.20
	60,240.30	3.00%	2,068,250.30
	80,320.40	4.00%	2,088,330.40

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND AMENITIES COMMITTEE</b>
<b>Date:</b>	<b>10 DECEMBER 2024</b>
<b>Title:</b>	<b>MUSEUM BUILDING LIGHTING AND REPAIRS</b>
<b>Contact Officer/s:</b>	<b>PROJECT DELIVERY MANAGER</b>

**1. Purpose of the Report**

- 1.1 To seek the committee's consideration and decision on a recommendation from the Operations and Amenities Committee that funding be allocated from the Community Buildings earmarked reserve for the replacement of internal lighting at St Neots Museum.
- 1.2 To provide the committee with information supporting the recommendation.

**2. Recommendations from the Operations and Amenities Committee**

- 2.1 Recommended that the Council approve up to £3,000.00 (incl. contingency) in funding from the earmarked reserve for Community Buildings to complete the replacement of the following lighting:
  - 10no 4-foot fluorescent light fittings with LED strip lights
  - 18no 600x600 recessed tile light fittings with LED panel lights (ceiling height is about 3m or more)
  - 14no bulkhead light fittings with LED bulk heads
  - 4no track lights with 6-foot LED strip lights (two in the area of ceilings well over 3m height)
  - 3no 5-foot fluorescent light fittings with LED strip lights (one in the area of ceilings well over 3m height)

**3. Background**

- 3.1 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.2 Under the Restriction of Hazardous Substances (RoHS) regulations, there is a movement to restrict the use of harmful substances in electrical goods, particularly the use of mercury in lighting products. As a result, the fluorescent tubes has been banned from the manufacturing and sale on Feb 1<sup>st</sup>, 2024, once the existing stock is gone.
- 3.3 Following the restriction 32no fluorescent light fittings in the museum building are to be replaced with LED lights. Also, there is a recommendation by the professional electrician to replace outdated bulk light fittings.
- 3.4 Multiple museum lighting guidelines recommend a limited light intensity for galleries and storages to prevent collection damages.

3.5 The replacement will lead to reduced energy consumption and lower maintenance since the LED lights last longer and require less power which is relevant to the Council's Carbon NetZero 2030 resolution. Also, it will allow the adjustment of brightness of the lights and light intensity in storage areas to follow up the best practices and recommendations.

#### **4. Information**

4.1. The completion of the roof remedial works allows to proceed with the internal works within the building.

4.2. The Museum is fully closed to public during January, and this time is the best opportunity to conduct any internal works with no disturbance on museum operations and inconvenience for the staff and public.

4.3. Quotes for the Museum light fitting replacement were requested from three independent professional contractors. The preferred contractor provided the best value from all local companies (based in St Neots).

#### **5. Financial Implications**

5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.

5.2 The previously approved and carried out roof works used up all the available maintenance budget and additionally approved funds.

5.3 The Council has unallocated earmarked reserves of £127,057 for "Community Buildings" for expenditure on maintenance or projects related to improving Town Council owned community buildings.

#### **6. Supporting images**





**ST NEOTS TOWN COUNCIL**

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**Committee:** Finance and Governance Committee

**Date:** 10<sup>th</sup> December 2024

**Title:** Jubilee Mosaic Protection Measures

**Contact Officer:** Operations Manager

**1. Purpose of the Report**

1.1 To seek the committee's consideration of a recommendation from the Operations and Amenities Committee that the Council spend funding from General Reserve to undertake resin and drainage work to help protect the Jubilee mosaic in Jubilee Gardens.

**2. Recommendation from the Operations and Amenities Committee**

2.1 That the Council approve the expenditure of £9,571.00 from the General Reserve to install slot drainage in the area around the Jubilee Mosaic, to remove stones around the perimeter of the mosaic and areas of loose gravel in the garden and replace with resin.

**3. Background**

3.1 The Operations and Amenities Committee considered a report from the artist of the Jubilee Mosaic and the condition of the mosaic and recommendations on how to better protect the mosaic for the council to consider.

3.2 Officers previously provided the Operations and Amenities Committee with initial costs for the preferred recommendations highlighted by the committee. These measures included installing bespoke circular drainage around the mosaic to stop water sitting and damaging the tiles, along with replacing perimeter stones and loose small stones with resin. These measures were preferred as a way of addressing water sitting on the mosaic and to remove the damage caused by loose stones.

3.3 The Committee expressed concerns over the costs involved and cost to benefit of the proposed works. The Operations Manager had received a lower quote for the installation of resin, but the quote was not formally submitted in the same detail as a higher quote, providing less assurances on the quality of work and outcome.

3.4 The Operations Manager sought further quotes for alternative drainage which were provided to the Operations and Amenities Committee.

**4. Information**

4.1 A more detailed and official quote from the company which offered a lower cost for the resin work has been requested but at the date of issuing this report has still not been received.

4.2 A quote for slot drainage as opposed to bespoke circular drainage has been received and considered by the Committee. This is a considerably lower cost and is detailed below. It has been difficult to obtain a range of

quotes for the required work, however the costs below summarise the cost of undertaking each element of work for removing stones, installing resin and installing drainage based on what has been received.

- 4.3 The committee is recommending that the works set out in 4.4 are undertaken to help protect the Jubilee Mosaic. There will be a future cost for the artist to repair any current damage, however this has not been quoted as yet and is dependent on cleaning of the mosaic in suitable weather an ascertain damage and repair needs.
- 4.4 Cost of all recommended measures based on the best value detailed quote received;

<b>REMOVAL OF PERIMETER STONES AND REPLACING WITH RESIN</b>	
<b>Description</b>	<b>Cost (+ VAT)</b>
Excavate all raised sets around the perimeter of mural to a depth of 300mm and remove all hardcore/soil from site. Install 210mm of type 3 stone in two layers and compact Lay and compact 14mm open graded tarmac base course at a depth of 70mm Install 20mm of resin	£2,550.00
<b>INSTALLATION OF SLOT DRAINAGE</b>	
<ul style="list-style-type: none"> <li>• Slot drainage and soakaway crate</li> <li>• Excavate cobbles and remove from site, lift slabs and keep for re use</li> <li>• Install slot drainage around the perimeter of mosaic tiles on a concrete bed with a downpipe into a soakaway crate</li> <li>• Slot drainage will have to be mitred to fit around mosaics</li> <li>• Reinstate above crates and re lay the Slabs</li> </ul>	£2,860.00
<b>REMOVAL OF LOOSE STONES AND REPLACING WITH RESING</b>	
<b>Description</b>	<b>Cost (+ VAT)</b>
<ul style="list-style-type: none"> <li>• Excavate all areas and remove all hardcore/soil from site</li> <li>• Install 3 tons of type one stone and compact</li> <li>• Lay and compact 3 tons of 20mm permeable tarmac</li> <li>• Install resin to a depth of 18-20mm in depth (colour to be confirmed )</li> </ul>	£4,161.00
<b>Total Cost</b>	<b>£9,571.00</b>

**5. Financial Implications**

- 5.1 There is no revenue budget specifically related to the maintenance of the mosaic or Jubilee Garden. There is a revenue repair and maintenance budget under Play Area and Open Spaces of £17,000. There is a current available balance within the budget of £3,658 which is available for maintenance and repair of play equipment and open spaces for the remainder of the current financial year.
- 5.2 The council has £6,000 in earmarked reserves for Street Scene Improvements.
- 5.3 It is recommended that the funds for the work come from the Council’s General Reserves.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

ST NEOTS TOWN COUNCIL

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>10<sup>th</sup> DECEMBER 2024</b>
<b>Title:</b>	<b>FLOOD LEAFLETS</b>
<b>Contact Officer:</b>	<b>ENVIROMENTAL PROJECT OFFICER</b>

**1. Purpose of the Report**

- 1.1 To seek a recommendation from the committee on approving use of EMR for distribution of additional flood leaflets.

**2. Recommendations**

- 2.1 That the committee recommend the use of £791.20 funds from the Flood Prevention EMR for the delivery of a further 5420 flood prevention/awareness leaflets to households in St Neots.

**3. Background**

- 3.1 The Environment and Emergency Committee resolved that the Environmental Project Officer should develop an awareness campaign on flood prevention and preparedness, including that the Council would not be able to provide sandbags in the event of flooding. Flood leaflets were produced and have so far been delivered to 8763 households in St Neots via Royal Mail Door 2 Door service.

**4. Information**

- 4.1 The Royal Mail Door 2 Door service splits the St Neots parish into five areas, two of which include numerous outer villages such as Eltisley and Graveley. To prevent our leaflets being distributed to outlying villages, it was decided that only houses within three of the Royal Mail areas would have leaflets delivered in this way. Initial flood mapping suggested that at-risk houses outside of these areas could receive their leaflets via the Environmental Project Officer completing hand delivery.
- 4.2 Upon receiving further information, flood mapping has been reviewed and it has been established that many more properties are at risk of flooding than previously thought, with too many properties requiring leaflets than one officer can deliver (notably, Eaton Socon and Loves Farm). It is vital that all residents living within an at-risk area have equal access to information that can enable them to adequately prepare themselves and their homes for a flood.

- 4.3 The Environmental Project Officer has contacted local community groups and both the Loves Farm and Escan newsletter producers in the hope the remaining leaflets can be delivered voluntarily or for a low charge, however this has proved fruitless. One individual has kindly offered their time, whilst Loves Farm Association tried to support the delivery but were unable to get confirmation with their own deliverers that this would be possible. No other person/organisation has offered voluntary support at this time.
- 4.4 In the absence of volunteers, the most cost-effective method of delivery is to send the leaflets out with an issue of Think Local magazine. They have confirmed this is something they could do, and their distribution areas would cover all outstanding properties.

## **5. Financial Implications**

- 5.1 We have an EMR of £5,000 for Flood Awareness. To date, £1,803.15 (excludes VAT) has been spent from this budget. A further £791.20 is required to complete the additional distribution of flood awareness leaflets (£466 for the leaflet printing, and £325.20 for delivery, exc. VAT).

## **6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

ST NEOTS TOWN COUNCIL

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Date:	Tuesday 10 <sup>th</sup> December 2024
Committee:	FINANCE & GOVERNANCE
Title:	CCTV Steve van de Kerkhove Community Centre
Contact:	Deputy Town Clerk

**1. Purpose of the Report**

- 1.1 This report aims to provide the Committee with key information to support the case for installing a monitored alarm system and CCTV at the temporary council office building located at Cemetery Road.

**2. Recommendations**

- 2.1 That the Committee recommend to Full Council the allocation of £3,860 from General Reserves to fund the installation of a monitored alarm system and CCTV at the Steve van de Kerkhove Community Centre.

**3. Background**

- 3.1 The Council's central administration functions have been temporarily relocated to the Steve van de Kerkhove Community Centre during refurbishment works at the Priory Centre.
- 3.2 The building, constructed as a portacabin, was previously utilised as a community training facility by SJA and offers only basic amenities.
- 3.3 The building is located at the end of Cemetery Road in a relatively quiet area with limited lighting. The building is neighbourhoody by a seconded building which forms part of the Steve Van de Kerkhove Community centre and this provides some additional activity and people on fixed days of the week.
- 3.4 The proposed CCTV has a dual purpose; to help protect and secure the buildings at the Steve Van de Kerkhove Community Centre and the area (car park) around it; and it provides security and safety for officers operating from the building.

**4. Information**

- 4.1 The building is currently equipped with an unmonitored alarm system. In its current state, neither officers nor the police are notified in the event of an activation.

- 4.2 Upgrading the alarm system to a monitored configuration would ensure alerts are sent to both the police and staff on the emergency callout list. This ensures better ongoing security for the building and quick response times to alarm activations.
- 4.3 At present, there are no security cameras installed. The alarm company used by the Council at its owned/managed sites has recommended installing six cameras to adequately cover all access points to the building and the area around it.
- 4.4 The installation of cameras will help ensure improved security of the Council offices and the Steve van de Kerkhove Community building.
- 4.5 The location and set up of the office space also presents additional challenges to ensuring officer safety, particularly due to the varied hours of officers who may be on site at times when there are limited personnel, outside of core hours, or after dark. CCTV will help manage this risk.

The location of the office is quite far set back from the highway, with no passing traffic making lone working, or being on site when there are reduced numbers of staff a higher risk. There is also limited external lighting in the area.

- 4.6 Lack of a reception in the building also necessitates way of safety interacting with visitors, again particularly in any instances of lone working or when limited numbers of officers present (such as lunch breaks). A cctv system which allows officers to see and communicate who is at the door or in the area will help improve safety.

## **5. Financial Implications**

- 5.1 A temporary relocation budget of £50,000 was allocated to support the move of the central administration and Priory Centre teams. Insufficient funds remain in this budget to cover the costs of upgrading the security system at the temporary offices when taking into account rent and utility payments for the New Street premises for the remainder of the financial year.
- 5.2 The Deputy Town Clerk has proposed allocating £3,860 from General Reserves to cover the costs of the monitored alarm upgrade and CCTV installation.
- 5.3 Given the limitations of the current security arrangements, it is essential to upgrade the building's security to ensure the safety of council property and staff. The proposed measures provide a cost-effective solution to address these needs and will provide ongoing value for future uses of the building.



St Neots Town Council  
Steve Van Derkhove Community Centre  
Cemetery Road  
St Neots  
Cams  
PE19 2BX



Dear Karen

Thank you for the opportunity to quote for the connection of your alarm to our monitoring station, and the installation of CCTV

Please find the following details and prices below:

#### Alarm system Comms Connection

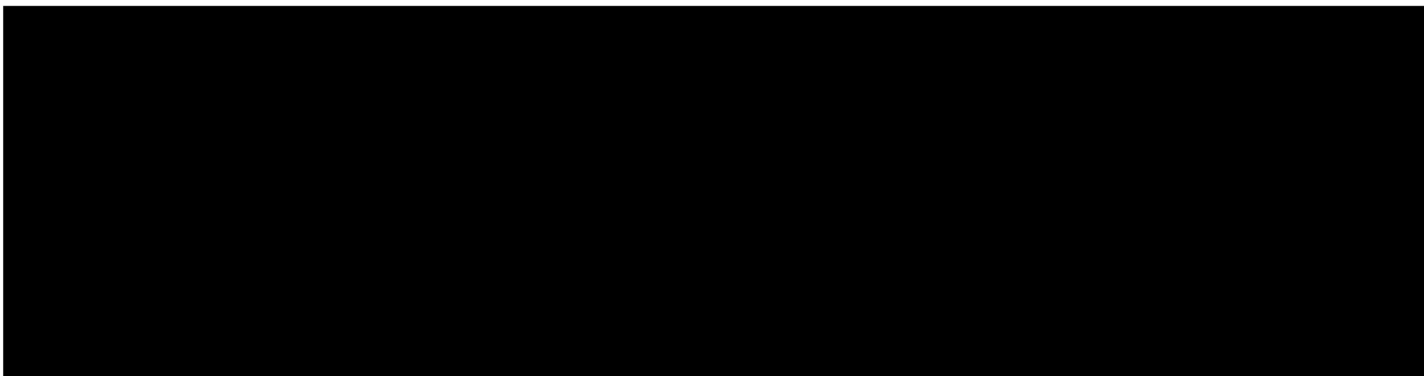
- Supply and fit CSL Dualcom PRO DP2 4G+4G **£250.00 Plus Vat**
- Annual Monitoring of CSL Dualcom PRO DP2 4G+4G (Dual Path) will be **£250.00 Plus Vat per year.**
- An Annual Maintenance Contract will be **£200.00 Plus vat per year** (To include 2 Service Visits 24hr Callout Facility and Telephone Support).
- Police application fee **£70 Plus Vat (one off charge).**
- Installation of 2 Pirs and 2 door contact to fire doors **£200.00 Plus Vat**

#### CCTV

- Installation of CCTV system as per specification SE4101 will be **£2250.00 Plus Vat**
- Annual Maintenance Contract will be **£80.00 Plus vat per year** (To include 1 Service Visit 24hr Callout Facility and Telephone Support).

#### Audio Entry

- Installation of Videx one-way audio outside station and handset fitted on wall in office will be **£550.00 plus vat**



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE</b>
<b>Date:</b>	<b>10<sup>th</sup> DECEMBER 2024</b>
<b>Title:</b>	<b>PROFESSIONAL FEES OVERSPEND</b>
<b>Contact Officer:</b>	<b>TOWN CLERK / OPERATIONS MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide Members with information on a potential budget overspending in the Professional Fees revenue budget.

**2. Recommendation**

- 2.1 That the Committee notes the potential overspend in budget 105 4386 – Professional Fees due to several ongoing matters which require the support of professional services. That the Town Clerk bring forward a report monitoring Professional Fees expenditure to the next meeting of the Finance and Governance Committee.

**3. Background**

- 3.1 The Council has a 2024-25 revenue budget of £20,000 for professional services. This budget covers several annual costs for professional services required by the Town Council and is also intended to cover costs of specific advice or services that arise during the year in relation to the operation of the Council, its services or projects.
- 3.2 The annual level of budget expenditure is dependent on the activity of the Council and the need for professional advice or services. During the current financial year there have been a number of matters or projects for which professional services were required, as such the Town Clerk and RFO wish to advise the Council that there will be an overspend in the current years budget.

**4. Information**

- 4.1 The Professional Fees budget is not overspent at the time of issuing this report, but given known upcoming costs to support instructions resolved by the Council it is known that the budget will become overspent.
- 4.2 Projects such as the Oast building purchase and relocation to the 'Priory at New Street' have placed additional pressure on the budget line. The Council has instructed the Clerk to obtain a number of specific professional services alongside the annual support fees that are allocated to the budget code.
- 4.3 Key areas of expenditure incurred in 2024-25;
- Payroll Services
  - VAT advice
  - Structural Surveyor for intrusive Oast building inspection
  - Quantity Surveyor for Oast building survey



- Land Search charges for Oast purchase
- Solicitor fees for Oast building purchase
- Valuation of Steve Van de Kerkhove Buildings (resolved by Ops Committee)
- Mans Cave Lease – drawing up draft
- Structural Surveyor for Church Wall repairs
- Solicitor fees for New Street Lease
- Splash Park solicitor advice

4.4 Further professional services advice/expenditure is anticipated due to the need to finalise leases with the Mans Cave, HDC for public toilets and the Priory Centre, including the support of a commercial negotiator as instructed by the Full Council.

## **5. Financial Implications**

5.1 The Council has a £20,000 revenue budget for professional fees.

5.2 Expenditure of the professional fees budget at the 31<sup>st</sup> October 2024 (month 7) was £17,527.92 (88%).

5.3 It is not possible at the time of the report to detail exact anticipated overspend. However, due to a number of live items requiring solicitors or other professional support the budget will be overspent and that overspend will require funding from the Council's General Reserve.

## **6. Legal Powers**

6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

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# Charity Commission Annual Return 2024

Print

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EATON SOCON CHILDREN'S PLAYING FIELD

Charity registration number: 200159

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2024.**

## PART A - Charity information

### Financial period

Financial period start date

01/04/2023

Financial period end date

31/03/2024

### Income and spending

**Income £**

£ 0

**Spending £**

£ 0

### Privacy statement

**Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:**

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

**(a) update, consolidate, and improve the accuracy of our records;**

**(b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**

**(c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**

#### **Declaration**

**This annual return has not been submitted and no Declaration has been made**



**St Neots**  
Town Council

# **ST NEOTS TOWN COUNCIL FINANCIAL REGULATIONS 2024**

**Reviewed by Finance and Governance  
Committee on 16 July 2024**

**Approved by Full Council on 23 July 2024**

## ST NEOTS TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 23 July 2024.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**

- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk, with the RFO, shall prepare, for approval by the council, a risk assessment register for all activities of the council. These risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with managers shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least, once in each quarter, and at each financial year end, a member other than a bank mandate signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and crosscheck balances to original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and Governance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored online as per the council's IT Policy. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions;



- provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the personnel committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of personnel committee. The RFO will inform the Personnel committee of any salary changes before they consider the draft salary budget.
- 4.3. The RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year to be considered by the Finance and Governance Committee no later than the end of November each year.
- 4.4. Unspent funds for uncompleted/partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the council.
- 4.5. Departmental managers must formulate and submit proposals to the relevant committee in respect of revenue and capital expenditure including the use of reserves and sources of funding for the following financial year no later than the end of September each year.
- 4.6. Each committee must review its draft budget and submit any proposed amendments to the Finance and Governance Committee not later than the end of October each year.
- 4.7. The draft budget with all committee proposals, including any recommendations for the use or accumulation of reserves, shall be included in the draft budget to be considered by the Finance and Governance Committee and a recommendation made Full Council. The Full Council must review the draft budget not later than the end of December each year.

- 4.8. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount in line with the deadline set by HDC each year.
- 4.9. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.10. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.11. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.12. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.11 obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of**

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

**contract opportunities and the publication of notices about the award of contracts.**

- 5.8. For contracts greater than £3,000 (excluding vat) but lower than £30,000 (including VAT) the appropriate manager must strive to obtain 3 fixed-price quotes;
- 5.9. For contracts and purchases, smaller than £3,000 (excluding vat) all managers shall seek to achieve value for money.
- 5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the relevant committee. Avoidance of competition is not a valid reason.
- 5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- Departmental managers or Clerk, under delegated authority, for any items below £2,000 excluding VAT.
  - The council can nominate any two out of four of chairperson of the council, chairperson of Finance and Governance Committee, vice-chairperson of Finance and Governance Committee and one other member of the Finance and Governance Committee to approve expenditure over £2,000 (excluding vat) excluding regular payments and excluding expenditure already specifically approved by a committee. The nominated members shall be contactable during working hours and able to approve such payments within set time limit to ensure Council business is not impacted by delayed response.
  - the Clerk, in consultation with the Chair of the Council and Chair of Finance and Governance Committee may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk must report the action to the Council as soon as practicable thereafter.
  - in respect of grants, any payments not in excess of £5,000 must be made following a resolution made by the grants sub-committee.

- grants in excess of £5,000 must be approved by Full Council following recommendation made from grant sub-committee.

Such authorisation must be supported by minutes (in the case of council decisions).

- 5.15. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.17. In cases of emergency repairs that exceed £5,000, if there is a significant risk to personal safety, whether or not there is any budget for such expenditure, the Clerk and the chair of finance & governance committee can authorise a payment to make safe at a minimal cost. The deputy Clerk can deputise for the Clerk; the chair of Full Council can deputise for chair of finance & governance Committee. For full repairs exceeding £5,000, an extraordinary Full Council meeting must be called, with full information provided in the agenda pack.
- 5.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Finance and Governance Committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.19. An official purchase order shall be issued for all work, goods and services above £2,000 excluding VAT unless a formal contract is to be prepared. Copies of orders shall be retained, along with invoices received upon receipt of goods/completion of services.
- 5.20. A purchasing ordering system shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. The online payments made through Barclays.net require more than one person to be involved, by having a person who is a bank mandate signatory to authorise a payment. This is required even where a purchase has been authorised. In cases of cheque payments, signing is to be made in accordance with the approved bank mandate.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being signed off by each manager and subsequently reviewed by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), for the council to note.
- 6.6. A list of all monthly payments, excluding those made by petty cash, shall be reported to the next appropriate meeting of the Finance and Governance Committee for members to note.
- 6.7. The Clerk, deputy Clerk and RFO have delegated authority to authorise payments in the following circumstances:
  - i. any payments of up to £2,000 excluding VAT, within an agreed budget.
  - ii. payments of over £2,000 excluding VAT within budget subject to purchase approval or grant resolution as detailed in 5.14.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Governance Committee.
  - iv. Fund transfers within the councils' bank accounts can be made by the Clerk or RFO, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance an governance committee. Transfers to long-term investments should be made in accordance with Investment Strategy and with prior approval of the Finance and Governance Committee.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Clerk or RFO, shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the Finance and Governance Committee.
- 7.3. The Finance assistant is responsible for setting up all payments made through Barclays.net. A list of payments for approval, together with copies of the relevant invoices, shall be provided to the RFO or Clerk for authorisation.
- 7.4. In the absence of the finance assistant, the RFO shall set up any payments to be authorised by the Clerk.
- 7.5. A full list of all payments made in the previous month shall be provided to the next Finance and Governance Committee meeting.

- 7.6. Regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, salaries and pension contributions and HMRC payments) may be made by variable direct debit (and BACS for salaries, pensions and PAYE and NIC). The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.7. Payment may be made by BACS or CHAPS should be made in accordance with bank mandate.
- 7.8. If thought appropriate by the RFO, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed in line with the bank mandate and any payments are included in the monthly payments reports presented to Finance and Governance Committee. The approval of the use of a banker's standing orders shall be reviewed by the council at least every two years.
- 7.9. Account details for supplier payments should be cross checked to their invoices by the RFO. If no bank details are shown on the invoices, a written confirmation of these by the supplier is to be provided. A notification received for change of bank details should be verifies by contacting the supplier beforehand to check that change is genuine.
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated in line with IT policy.

## **8. Cheque payments**

- 8.1. Cheques shall be signed by in accordance with bank mandate – under £1,000 one signatory on the mandate, over £1,000 – 2 signatories need to sign.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any cheque payments shall be reported as part of the monthly payments to the Finance and Governance Committee at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the Finance and Governance Committee as part of the monthly payments report.
- 9.3. A corporate credit card opened by the council, with a monthly limit spent per cardholder of £1,500, will be provided to be used by the Clerk, managers, **assistant operations manager**, communication and events officer, engagement and participation youth worker Automatic direct debit repayments of total credit card

balance is to be set up to settle credit balance in full each month. Each cardholder is to provide vat receipts on a monthly basis to the RFO in support of each card transactions shown on the cardholder's statement.

- 9.4. Personal credit or debit cards of members or staff may be used for business travel and subsistence expenses or in exceptional circumstances of up to £1,000 including VAT. These will then be reimbursed by the RFO upon submission of signed by manager expenses claim.
- 9.5. A trade card account can be provided to the operations team to use for topping up council's vehicle with petrol or diesel. Each officer is to provide a receipt to the operations manager to cross check to the supplier invoice.

## **10. Petty Cash**

- 10.1. The council shall maintain a petty cash floats of £500 (£200 – Town Council and £300 for Priory Centre) so that petty cash can be provided for café purchase by the Priory Centre and to other officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment and petty cash should be reconciled by the finance assistant and checked by the RFO on a monthly basis.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float will be shown on the monthly schedule of payments presented to the Finance and Governance Committee.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Changes shall be made to employees' gross pay in accordance with NALC pay scale awards. Change of terms and conditions of employment will require prior consent of the personnel committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the RFO to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the Full Council.

## **12. Loans and investments**

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the Full Council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Full Council, following a written report on the value for money of the proposed transaction.

12.3. The council will have an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk and/or departmental managers.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO before being written off. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.



13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that appropriate control procedures are in place with segregation of duties and that there is a reconciliation of cash to other records such as tickets issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

#### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

15.1. The officer in charge of each department shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

#### **16. Assets, properties and estates**

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified by each departmental manager at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with

any other consents required by law, except where the estimated value of any one item does not exceed £2,000. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk and each departmental manager shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk and RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and the Clerk shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as approved annually in the risk register.

## **18. Charities**

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18.d and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



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## CREDIT CARD POLICY

Reference	SNTC/FIXXX	Adopted by
Prepared by	RFO	Adopted date
Monitored by	Town Clerk	Minute reference
Monitoring Review	Every Four Years	Review date

### 1. INTRODUCTION

- 1.1 The purpose of this document is to ensure strong financial management and accountability controls are in place for the Council's business credit card transactions and to protect both staff and the Council from the risk of fraud and unauthorised expenditure.

### 2. CREDIT CARD PROVISION

- 2.1 The council recognise that the provision of a business credit card helps to achieve best value and efficient processing for some forms of minor business expenditure.
- 2.2 Only roles specified within the Council's agreed Financial Regulations will be permitted to have a credit card issued in their name on behalf of the Town Council. A corporate credit card opened by the council, with a monthly limit spent per cardholder of £1,500, will be provided to be used by the Clerk, Managers, Communication and Events Officer and Engagement and Participation Youth Worker.
- 2.3 Limits for credit for each credit card are set in line with the Council's agreed Financial Regulations. Each credit card will have a limit of £1,500.
- 2.4 The credit card can only be used for Council related expenditure within the officer's delegated authority. Use of the card for personal transactions is not permitted under any circumstances.
- 2.5 The credit card is to be set up to pay the full balance automatically each month by direct debit.

### 3. AUTHORISATION OF TRANSACTIONS

- 3.1 The Responsible Finance Officer (RFO) is to ensure all credit card transactions are processed and reconciled to the statement.
- 3.2 All credit card transactions will be reported to the next relevant Finance & Governance Committee meeting following the reconciliation to the monthly credit card statement.
- 3.3 The credit card can be used for payments online, in person and on the phone (if absolutely necessary). When online payments are made, the cardholder should be aware of internet security precautions and, where possible, only purchase from reputable and known suppliers with a valid website security certificate. Credit card details and security information should not



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be supplied via email as this is not a secure method of sharing payment information.

#### 4. CREDIT CARD PROCEDURES

- 4.1 The credit card should only be used for low value and one-off purchases requiring immediate payment or where the payment on invoice option is unavailable.
- 4.2 The Council's Financial Regulations apply to all transactions made by credit card.
- 4.3 No cash withdrawals are to be made with the card.
- 4.4 VAT receipts should always be obtained for all card transactions. A credit card receipt is not sufficient to support the transaction. Prepaid invoices should be made out in the name of St Neots Town Council showing the Council's office address.
- 4.5 It is the responsibility of all individual card holders to maintain and provide receipts and evidence support expenditure to the RFO by a monthly deadline given by the RFO. This is an important part of the auditing process and failure to provide required receipts by deadlines may result in the RFO suspending use of a credit card.
- 4.6 The credit card and PIN should be kept separately, with the card holder being responsible for the confidentiality and security of this. If the card is lost or the PIN is compromised, the named cardholder must inform the card provider immediately.
- 4.7 The Responsible Finance Officer will monitor the monthly credit card balance as part of the financial monitoring process. Any anomalies identified will be followed up and in the case of a suspicious transaction, the credit card provider will be contacted immediately.
- 4.8 Any named cardholder that leaves the employment of St Neots Town Council or ceases to be an authorised named cardholder will have their use of the card immediately revoked pending full cancellation of the card.

#### 5. UNAUTHORISED USE OF CREDIT CARDS

- 5.1 The use of the credit card for any purpose that is not in accordance with the policy may result in action being taken under the Council's Disciplinary Policy and the withdrawal of the card.
- 5.2 Examples of unauthorised use include transactions for personal or non-business use, the use of the card without prior authorisation or failure to comply with the terms of this policy.